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BOARD OF SCHOOL TRUSTEES
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

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MEMBERSHIP

0141 **Number**

The School Board shall consist of seven (7) members.

0142 **Election/Appointment**

Members shall be qualified and elected in accordance with the Corporation's Reorganization Plan adopted in July, 1968, and amended in April, 1983, and in February, 1994, pursuant to IC 20-23-8-15. In accordance with I.C. 20-26-4-11, no employee of the Corporation is eligible for election to this School Board. (Revised 8/9/93 to comply with provisions of I.C. 20-26-4-11)

Members of the Board of School Trustees shall be elected according to the following residence requirements.

Monroe County, excluding Richland and Bean Blossom Townships, shall be divided into seven residential districts with one member from each district, pursuant to I.C. 20-23-4-27. The residential districts shall be as follows:

District 1 shall be comprised of the following townships and precincts: Benton 1, Benton 2, Washington Township, Bloomington 7, Bloomington 8, Bloomington 14, Bloomington 17, Bloomington 20, Bloomington 21, and Bloomington 29;

District 2 shall be Salt Creek Township, Polk Township, Clear Creek 1, Clear Creek 2, Clear Creek 3, Perry 7, Perry 8, Perry 9, Perry 10, Perry 20, Perry 27, and Perry 30;

District 3 shall be Van Buren 1, Van Buren 2, Van Buren 3, Van Buren 4, Van Buren 5, Van Buren 6, Van Buren 7, Van Buren 8, Indian Creek Township, Perry 6, Perry 15 and Perry 31;

District 4 shall be Perry 12, Perry 13, Perry 17, Perry 18, Perry 19, Perry 21, Perry 22, Perry 23, Perry 24, Perry 25, Perry 26, and Perry 29 and Perry 33;

District 5 shall be Perry 1, Perry 2, Perry 3, Perry 4, Perry 5, Perry 11, Perry 14, Perry 16, Perry 28, Perry 32 and Bloomington 1;

District 6 shall be Bloomington 5, Bloomington 6, Bloomington 9, Bloomington 10, Bloomington 11, Bloomington 12, Bloomington 15, Bloomington 19, Bloomington 26, Bloomington, 27, Bloomington 28, and Bloomington 31;

District 7 shall be Bloomington 2, Bloomington 3, Bloomington 4, Bloomington 13, Bloomington 16, Bloomington 18, Bloomington 22, Bloomington 23, Bloomington 24, Bloomington 25, Bloomington 30 and Bloomington 32.

(Residential Districts Amended by Board action on 2/7/94 and on 1/26/00)

All qualified voters will vote on all of the candidates from all of the different residential districts.

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Each member of the Board of School Trustees shall be a qualified voter, a resident of Monroe County for at least two (2) years immediately preceding election, and a resident of the residential district from which elected for at least two (2) years immediately preceding election.

I.C. 20-23-4-1 et seq.
Revised 8/9/93; 2/7/94; 7/24/07 (updated Statute citations)

0142.1 **Term**

The term of each Board member shall be four (4) years.

0142.2 **Oath**

Each newly-elected Board member shall take an oath of office as well as other oaths which may be required for transactions connected with or related to the educational program of the Corporation. (I.C. 20-26-4-2)

0142.3 **Vacancies**

The membership of a Board member shall become vacant immediately upon the occurrence of any one of the following events:

- A. the death of the incumbent or the incumbent's being found mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's conviction of a felony
- D. the incumbent's election or appointment being declared void by a competent tribunal
- E. the incumbent's failure to take the oath of office
- F. the incumbent's ceasing to possess the legal qualifications for holding office.

A vacancy shall be filled by the remaining members of the Board within thirty (30) days. If not or if a tie vote occurs which cannot be broken by the Board, the vacancy shall be filled by the Judge of the Circuit Court.

Filling a Board Vacancy

The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations. All applicants are to submit a notice of their interest, in writing, to the Board President, sent to the administrative offices of the school corporation. In Executive Session, the Board shall reduce the list of applicants to not fewer than three (3), unless there are fewer than three (3) prospective appointees. The Board shall interview publicly the remaining candidates. Appointment by the Board to fill a vacancy shall be

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by majority vote of the remaining members of the Board.

I.C. 20-25-3-4; I.C. 20-23-4-30; I.C. 20-26-4-4; I.C. 20-33-8-9; 20 U.S.C. 3351
0142.3 Revised 6/13/94; 5/8/95; 7/24/07 (update Statute citations)

0142.5 **Orientation**

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the Corporation, and learn Board procedures. Accordingly, the Board shall give to each new Board member no later than his/her first regular meeting as a Board member for his/her use and possession during the term on the Board the following items:

- A. a copy of the Board policy manual
- B. a copy of the Superintendent's administrative guidelines
- C. a copy of each current negotiated agreement
- D. the current budget statement, audit report, and related fiscal materials

The Board will provide and maintain a library of publications and reference materials for the use of Board members.

Each new Board member shall be invited to meet with the Board President, the Superintendent, and the Comptroller to discuss Board functions, policies, and procedures.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

0143 **Board Member Authority**

Individual members of the Board do not possess the powers that reside in the School Board, but no member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

Access to Corporation personnel records shall be subject to the following guidelines:

- A. Examination of school employee personnel records by the School Board shall be conducted only at executive sessions of the Board. Any Board member may request that the Superintendent bring the personnel records of a designated employee(s) to an executive meeting of the Board.
- B. Personnel records shall, in their entirety, be returned to the custody of the Superintendent at the conclusion of the executive session of the Board.

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- C. Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members in fulfilling their legal responsibilities in making decisions in matters such as appointments, assignments, promotions and demotions, remuneration, discipline, and dismissal or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.

0143.1 **Public Expressions of Board Members**

From time-to-time individual Board members make public statements on school matters:

- A. to local media;
- B. to local officials and/or State officials.

Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
 - 1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
 - 2. routine, not for publication, correspondence of the Superintendent and other Board employees
 - 3. routine “thank you” letters of the President of the Board
 - 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
 - 5. personal statements not intended for publication
- B. Copies of this bylaw shall be sent to local media by the Board President.

0144 **Operations**

0144.1 **Compensation**

Board members shall receive \$2,000.00 compensation for their services each year. In addition, Board members will receive a per diem of \$112.00 for each regular meeting attended and a per

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diem of \$62.00 for each executive session attended. When more than one meeting is scheduled for one date, attending Board members will receive one per diem and it will be the larger per diem amount, depending on the meetings. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

I.C. 20-26-4-7; I.C. 20-25-3-3; IC 36-3-4

The following guidelines have been established by the Board to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Expenses will be reimbursed only for activities authorized by the Board.
- B. Reimbursement for mileage will not exceed the current rate established for Corporation employees.
- C. Attendance at Board-approved conferences should be at the location closest to the Corporation.
- D. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.
- E. Purchase of any printed or other materials relating to Boardmanship will be reimbursed if pre-purchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. No post-purchase voucher will be approved if it exceeds \$50.00.
- F. When the Board attends a community or school-related event as a Board function, or if a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.
- G. No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- H. A voucher detailing the amount and nature of each expense must be submitted to the Board for approval within fifteen (15) days after the expenses have been incurred.

I.C. 20-26-4-7

0144.1 Revised 6/13/94; 8/21/07 (update Statute citations and change Board compensation)

0144.2 **Board Member Ethics**

A School Board member should honor the high responsibility which his/her membership demands by:

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- A. thinking always in terms of “children first”;
- B. understanding that the basic function of the School Board member is “policy-making” and not “administrative”, and by accepting the responsibility of learning to discriminate intelligently between these two (2) functions;
- C. accepting the responsibility along with his/her fellow Board members of seeing that the maximum of facilities and resources is provided for the proper functioning of schools;
- D. refusing to “play politics” in either the traditional partisan, or in any petty sense;
- E. representing at all times the entire school community;
- F. accepting the responsibility of becoming well informed concerning the duties of Board members, and the proper functions of public schools;
- G. recognizing responsibility as a State official to seek the improvement of education throughout the State.

A School Board member should respect his/her relationships with other members of the Board by:

- A. recognizing that authority rests only with the Board in official meetings, and that the individual member has no legal status to bind the board outside of such meetings;
- B. refusing to make statements or promises as to how s/he will vote on any matter which should properly come before the Board as a whole;
- C. making decisions only after all facts bearing on a question have been presented and discussed;
- D. respecting the opinion of others and by graciously conforming to the principle of “majority rule”;
- E. refusing to participate in irregular meetings such as “secret” or “star chamber” meetings, which are not official and which all members do not have the opportunity to attend.

A School Board member should maintain desirable relations with the Superintendent of Schools and his/her staff by:

- A. striving to procure, when the vacancy exists, the best professional leader available for the head administrative post;
- B. giving the Superintendent full administrative authority for property discharging his/her professional duties, and also by holding him/her responsible for acceptable results;
- C. acting only upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel;

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- D. having the Superintendent present at all meetings of the Board except when his/her contract and salary are under consideration;
- E. referring all complaints to the proper administrative office and by discussing them only at a regular meeting after failure of administrative solution;
- F. striving to provide adequate safeguards around the Superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis;
- G. presenting personal criticisms of any employee directly to the Superintendent.

A School Board member should meet his/her responsibilities to his/her community by:

- A. attempting to appraise fairly both the present and future educational needs of the community;
- B. regarding it as a major responsibility of the Board to interpret the aims and the methods of the schools of the community;
- C. insisting that all school business transactions be on an open, ethical, and above-board basis;
- D. vigorously seeking adequate financial support for the schools;
- E. refusing to use his/her position on a School Board in any way whatsoever for personal gain or personal prestige;
- F. refusing to discuss personnel matters or any other confidential business of the Board in his/her home, on the street, or in his/her office;
- G. winning the community's confidence that all is being done in the best interests of school children.

0144.3 **Conflict of Interest**

Board members shall perform their official duties in a manner free from any possible criticism or prejudice or self-interest. To this end:

- A. every effort shall be made to avoid the possibility of a claim being made that an individual participated in reaching a decision on a matter in which s/he had either a direct or an indirect financial interest of a substantial nature;
- B. each member of the Board shall resist every temptation and outside pressure to use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the School Corporation;

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- C. when a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest in accordance with statute (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon; (I.C. 35-44-1-3)
- D. no member of the Board may obtain, for at least one (1) year after termination of service on the Board, a pecuniary interest in any Corporation contract or purchase which was approved during his/her tenure. (I.C. 35-44-1-7)

0144.4 **Indemnification**

The Board may bear the costs, including reasonable counsel fees and expenses and costs of appeal, if any, incurred by a Board member in his/her defense of a civil action, or in a criminal action that results in final disposition in his/her favor, brought against him/her for any act or omission arising out of and in the performance of duties as a Board member.

I.C. 20-26-5-4

Approved by the Board 7/15/91; 7/24/07 (update Statute citations)