



GOVERNANCE HANDBOOK

BOARD OF TRUSTEES

Adopted Date

Mission Statement

We are committed to excellence and dedicated to strengthening the educational opportunity for all students in creative, safe, and challenging learning environments. Our goal is to provide engaging information which encourages further exploration of the many exciting opportunities Madison Consolidated Schools offers our students, their families, and our community.

Vision

Educating all students to reach their potential

INDIANA SCHOOL BOARDS ASSOCIATION

CODE OF ETHICS

A School Board member should honor the high responsibility that membership demands:

- *BY thinking always in terms of *children first*.
- *BY understanding that the basic function of the school board member is *policy-making* and not *administrative*, and by accepting the responsibility of learning to distinguish between these two functions.
- *BY accepting the responsibility, along with fellow board members, to assure that adequate facilities and resources are provided for the proper functioning of schools.
- *BY refusing to play *politics* in either the traditional partisan, or in any petty sense.
- *BY representing the entire school corporation at all times.
- *BY accepting the responsibility of becoming well-informed concerning the duties of board members, and the proper function of public schools.
- *BY recognizing responsibility as a State official to seek the improvement of education throughout the State.

A School Board member should demonstrate respectful relationships with other members of the Board.

- *BY 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.
- *BY recognizing the integrity of previous board members and the merit of their work.
- *BY refusing to make statements or promises as to how he or she will vote on any matter which should properly come before the board as a whole.
- *BY making decisions only after all facts bearing on a question have been presented and discussed.
- *BY respecting the opinion of others and by

A School Board member should maintain desirable relations with the superintendent of schools and other employees.

- *BY striving to procure the best professional leader available for the head administrative position.
- *BY giving the superintendent full administrative authority for properly discharging the professional duties of the position and the responsibility to achieve acceptable results.
- *BY acting only after consideration of the superintendent's recommendations on matters of school governance.
- *BY having the superintendent present at all meetings of the Board except when his or her contract and salary considerations are under review.
- *BY respecting proper communication channels, referring all complaints to the proper administrative office and considering them only after failure of an administrative solution.
- *BY providing adequate safeguards around the superintendent and other employees so that they perform their responsibilities.
- *By presenting criticisms of an employer directly to the superintendent.

A School Board member should maintain a commitment community:

- *BY developing and adopting a mission and a vision statement for the school corporation.
- *BY conducting all school business transactions openly.
- *BY vigorously seeking adequate financial support for the schools.
- *BY refusing to use the school board position for personal gain.

graciously conforming to the principle of *majority rule*.

*BY refusing to participate in irregular meetings which are not official and when all members do not have the opportunity to attend.

*BY working with fellow board members and the administration fairly determine the present and future educational needs of the community.

*BY refusing to discuss confidential board business anywhere other than when attending a properly advertised board meeting.

*BY earning the community's confidence that all is being done in the best interests of school children.

ISBA Board of Directors

Revision: 09/10/2010

BOARD MEMBER INFORMATION

A. District definitions

The School Board is composed of five (5) members elected in the following manner:

1. Board members shall be elected from the districts defined in the following and shall be voted on by the registered voters at large.
2. There shall be three (3) School Board member districts, with two (2) members residing in each of the two (2) districts and one (1) member residing in one (1) district as follows:
 - a. District #1 – Two (2) members shall reside in the district composed of Graham, Lancaster, Madison (excepting the area within the boundaries of the civil city of Madison), Milton, Monroe, and Shelby Townships.
 - b. District #2 – Two (2) members shall reside in the district composed of Wards 4 and 5 of the City of Madison.
 - c. District #3 – One (1) member shall reside in the district composed of Wards 1, 2, and 3 of the City of Madison.
3. Such members shall be elected on a non-partisan basis at the general election at which county officials are elected and said member shall serve four (4) year terms. The term of office shall commence January 1st following the election.
4. The terms of office are as follows:
 - a. In 1990, and every fourth year thereafter, two (2)

members who reside in District #2 shall be elected for terms of four (4) years. One (1) member who resides in District #3 shall be elected for a term of four (4) years.

- b. In 1992 and every fourth year thereafter, two (2) members who reside in District #1 shall be elected for terms of four (4) years.
- 5. Each prospective Board member must reside within the district from which he is elected.
- 6. When a Board member moves from one district to another district with the School Corporation, he may continue to be a member of the Board until the end of his term, as long as he remains a resident of the School District.
- 7. When a Board member moves from the School Corporation, he/she will cease to be a member immediately upon such non-residency.
- 8. A member of the Board is eligible for successive four (4) year terms.

B. Filling Vacancies

The position of a Board member shall become vacant upon the occurrence of any one (1) of the following events:

- 1. death of the member is certified by the Clerk of the Circuit Court (I.C. 5-8-6 and I.C. 20-26-4-4.5(c))
- 2. failure of a sufficient number of petitions for candidates for Board membership being filed for an election (I.C. 20-26-4-4(C))
- 3. a member submits a written resignation from the Board to the Clerk of the Circuit Court pursuant to I.C. 5-8-3.5-1(a)(4)

4. a member is convicted of a felony (I.C. 5-8-1-38)
5. the winner of an election fails to take the oath of office required by I.C. 20-26-4-3-2
6. a member ceases to be a resident of the Corporation (I.C. 20-23-4-30(e)) (applicable to community school corporations only)
7. a member is removed from office by action of the Circuit Court pursuant to I.C. 5-8-1-35
8. a court enters an order by removing a member from office based upon a conviction for bribery or official misconduct under I.C. 35-50-5-1.1
9. a member is convicted of any crime against the laws of the United States where the sentence imposed exceeds six (6) months, evading the Selective Service Act, engaging in conspiracy or an attempt to defraud the government of the United States, or seditious utterances in violation of the laws of the United States (I.C. 5-8-3-1)
10. a member voluntarily became intoxicated within the business hours of the Board, or is in the habit of becoming intoxicated by the use of intoxicating liquors and is removed from office under I.C. 34-17 (I.C. 5-8-2-1)

Filling a Board Vacancy

A vacancy shall be filled by the remaining members of the Board within thirty (30) days after the vacancy occurs. If a tie vote occurs among the remaining members of the Board or between candidates for the Board under I.C. 3-12-9-4, or the remaining members of the remaining Board members fail to fill a vacancy on the Board within thirty (30) days after any vacancy occurs, the judge of the Circuit Court shall make an appointment to fill the vacancy.

(I.C. 20-23-4-30(d)(1) & (2))

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.

The Board may interview all interested candidates to ascertain their qualifications.

C. Board Officers

The Board shall elect from its members a President, Vice-President, and a Secretary all of whom are separate members.

The Board shall also appoint a Treasurer of the Board and of the Corporation who is not the Superintendent or a Board member.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.

I.C. 20-26-4-1

Officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in either office within thirty (30) days of the occurrence of the vacancy.

D. Board Committees

Committees appointed directly by the Board or the President shall constitute a “governing body” as defined in the Open Door Law. When specifically charged to do so by the Board or President, a committee shall conduct studies, receive information, make recommendations to the Board, and act in an advisory capacity,

but shall not take action on behalf of the Board.

Meetings of committees appointed directly by the Board or its President and given authority to take official action upon public business are subject to the Open Door Law and shall give notice of meetings and hold public meetings as required by that statute. "Official action" includes receiving information, deliberating, and making recommendations. A committee subject to the Open Door Law shall keep minutes of its meetings.

Meetings of committees appointed by the Superintendent that report to the Superintendent shall not be subject to the Open Door Law, but records of committees appointed by the Superintendent shall be subject to the Access to Public Records Act.

E. Payments, Reimbursements

Individual Board members shall receive;

1. two-thousand dollars (\$2,000.00) per year
2. a per diem of fifty dollars (\$50.00) per Board meeting

F. Professional Membership

Individual Board members shall be members of;

1. Indiana School Boards Association (ISBA)
2. National School Boards Association (NSBA)

G. Professional Development

Individual members of the Board are encouraged to;

Attend meetings conferences sponsored by the Indiana School Boards Association and the National School Boards Association:

- ISBA Spring Region Meeting
- ISBA Fall Region Meeting
- ISBA/IAPSS Fall Conference
- ISBA/IAPSS Collective Bargaining Seminar
- ISBA School Law Conference
- ISBA/IAPSS/IASBO Budget/Finance Seminar
- ISBA Introduction to Budgeting and Financial Oversight for Board Members

- NSBA National Conference

H. Oath of Office

Board members shall take the following oath:

“I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of Indiana, and the laws of the United States and the State of Indiana. I will faithfully execute the duties of this governing body, so help me God.”

SCHOOL BOARD OF TRUSTEE INDIVIDUAL EXPECTATIONS

It is expected that all:

- Board members familiarize themselves with I.C. 20-26-4;
- Board members attend professional development seminars sponsored by the Indiana School Boards Association when possible;
- Board members closely follow the Indiana School Boards Association Code of Ethics;
- Board members recognize that the boards’ responsibility is governance, (set policy and direction and oversee the big financial picture) and that the superintendent’s responsibility is administration. (Run daily operation, hire and supervise staff, make recommendations to the board and keep the board informed);
- Information needed to make governance decisions be requested from and provided by the Superintendent;
- Complaints and issues requiring an investigation be handled by the administration and not by individual board members;

- Complaints received by a board member be referred through the proper chain of command and not addressed by a board member but should be reported to the superintendent as soon as possible;
- Board members recognize they have no authority as individual board members but only when the Board is in session as a unit and that the majority rules at that time.

THE BASIC RESPONSIBILITIES OF A SCHOOL BOARD

1. Determine the school's vision, mission, values and purpose.
2. Select the Superintendent.
3. Support the Superintendent and assess his or her performance.
4. Ensure effective organizational planning.
5. Ensure adequate resources/raise money.
6. Exercise fiduciary responsibility and oversight.
7. Determine, monitor, and strengthen the school's programs and services.
8. Enhance the school's public standing.
9. Ensure legal and ethical integrity and maintain accountability.
10. Orient new Board members and assess Board performance.

INDIVIDUAL BOARD MEMBER RESPONSIBILITIES

General expectations:

1. Know the school's mission, purpose, goals, policies, curricula, programs, services, strengths and needs.
2. Serve in leadership positions or undertake special assignments willingly

when asked.

3. Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors.
4. Follow trends in the school's field of interest.

Meetings:

1. Prepare for and participate in Board and committee meetings.
2. Ask timely and substantive questions while supporting the majority decision.
3. Maintain confidentiality of the Board's executive sessions.
4. Speak on behalf of the Board only when authorized by the Board.
5. Suggest agenda items periodically for Board and committee meetings, to ensure that significant policy related matters are addressed.

Avoid conflict:

1. Serve the school community as a whole, rather than special interest groups.
2. Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the Board President in a timely fashion.
3. Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate.
4. Never accept or offer favors or gifts from or to anyone who does business with the school.

Fiduciary responsibility:

1. Exercise prudence with the Board in the control and transfer of funds.
2. Faithfully read and understand the school's financial statements and otherwise help the Board fulfill its fiduciary responsibility.