



Book	Policy Manual
Section	0000 Bylaws
Title	DEFINITIONS
Code	po0100
Status	Active
Adopted	January 9, 2001
Last Revised	May 12, 2020

0100 - DEFINITIONS

As used in the School Board's bylaws and policies and the Superintendent's administrative guidelines, the following terms shall have the meaning set forth below:

Administrative Guideline

A written statement adopted and approved by the Superintendent which is consistent with Board policy to outline and prescribe procedures to be used in implementing Board policy.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined below) over a network or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate or transfer information or data that allow students to perform actions or tasks that assist them in attaining educational achievement goals and objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, and among and between staff, students, parents, Board members, and/or other stakeholders and members of the community.

Board

The Board of School Trustees (or Education), which is the governing body of the Corporation as defined in I.C. 20-18-2-5.

Bylaw

A rule of the Board for its own governance adopted by a Board vote at a meeting.

Certificated Employee

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Division of Professional Standards of the Indiana Department of Education.

Classified Employee

A non-certificated employee as defined in these definitions. Synonymous with "support" and "non-professional."

Corporation

The Nineveh - Hensley - Jackson United School Corporation (NHJUSC)

Due Process

Procedural due process requires an established rule or standard, notice of facts of an alleged violation and the applicable rule or standard (accusation), and an opportunity to respond before a decision is made.

Full Board

All members of the Board.

Individualized Education Program or IEP

"Individualized education program" or "IEP" means a written document, developed, reviewed, and revised by the case conference committee ("CCC") in accordance with Title 511, Article 7 of the Indiana Administrative Code that describes the following:

- A. How a student will access the general education curriculum, if appropriate.
- B. The special education and related services needed to participate in the educational environment.

The required components of an IEP are contained in 511 IAC 7-42-6.

A transition IEP is an IEP that is:

- A. developed in accordance with 511 IAC 7-43-4; and
- B. in effect when the student enters into grade 9 or becomes fourteen (14) years of age, whichever occurs first, or earlier if determined appropriate by the CCC.

Information Resources

The Board defines Information Resources to include any data or information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data or information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs, DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

A statement providing that an action is permitted but not required.

Meeting

A gathering of the majority of the members of the Board for the purpose of taking "official action" on "public business" of the Corporation. See Indiana Code 5-14-1.5-2(c), (d), and (e).

Non-Certificated Employee

An employee of the Board employed in a position that does not require a permit or license issued by the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-11. Synonymous with "classified employee" and "support employee".

Official Action

Board action to receive information, deliberate, make recommendations, establish policy, make decisions, or take final action. See Indiana Code 5-14-1.5-2(d).

Parent

The natural or adoptive parent(s) or the party designated by a court as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court terminates or otherwise limits parental rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general, written statement approved by the Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of School Trustees (or Education) (see Bylaw 0170).

Principal

A professional employee who is assigned to be the educational leader and head administrator of one or more Corporation schools. The term is synonymous with the building administrator in charge of a facility. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation. "Vice Principal" or "Assistant Principal" means an administrator assisting a Principal with the performance of all or a portion of the duties assigned to the Principal.

Professional Employee or Professional Staff Member

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Department of Professional Standards of the Indiana Department of Education. Synonymous with "certificated employee."

Public Business

The performance by the Board of a function upon which it is specifically authorized to take official action, or not statutorily prohibited from performing. See Indiana Code 5-14-1.5-2(e), Indiana Code 20-26-3, and Indiana Code 20-26-5-4.

Relative

The mother, father, sister, brother, spouse, child, parent of spouse, grandparents, grandchild, or dependent residing in the immediate household of a person.

Secretary

An officer of the Board of School Trustees (or Education) responsible for preparation of minutes of Board meetings and custody of the Records of the Board (see Bylaw 0170).

Shall

Expressing non-discretionary required action or action, synonymous with "will" or "must".

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including but not limited to text messaging, instant messaging, websites, weblogs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include but are not limited to Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of Corporation-issued e-mail accounts. Apps and services shall not be considered social media unless they are listed on the Corporation's website as Corporation-approved social media platforms/sites.

State-Mandated Assessment

Assessments (including but not limited to ILEARN, I AM, ISTEP+ Grade 10, IREAD-3, End of Course Assessments, and WIDA) for which the participation of all Indiana students is required.

Student

A person who is officially enrolled in a school or program of the Corporation.

Superintendent

The chief executive officer of the Corporation. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation.

Support Employee

A non-certificated employee as the term is used in Indiana Code 20-29-2-11, and as defined in these definitions.

Teacher

A professional person whose position in a school corporation requires certain educational preparation and licensing and whose primary responsibility is the instruction of students. The term includes a superintendent who holds a license under I.C. 20-28-5, a principal, a teacher, a librarian, school psychologist and a school counselor. See I.C. 20-18-2-22

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular or mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile or portable storage devices, such as external hard drives, CDs, DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Vice-President

The Vice-President of the Board of School Trustees (or Education) (see Bylaw 0170).

Voting

An action by which a member of the Board indicates approval or rejection of a motion by a Board member that has been seconded by another Board member at a meeting convened in compliance with all applicable laws including the Indiana Open Door Law (Indiana Code 5-14-1.5). Also see Bylaw 0167.1.

Using Citations to Indiana and Federal Statutes, Rules and Cases

Citations to Indiana Law, Rules and Court Decisions

Citations to the Indiana Code are shown as I.C. or Ind. Code. The numbers which follow I.C. or Ind. Code separated by a hyphen state the title, article, chapter, section, and subsection of an Indiana statute. So Ind. Code 5-14-1.5-6.1(a) is found at title 5, article 14, chapter 1.5, section 6.1, subsection (a).

Citations to the Indiana Administrative Code ("IAC" or "I.A.C.") are prefaced by a title and followed by an article, rule, and section number. So 511 I.A.C. 6-5-1 identifies title 511, article 6, rule 5, section 1.

Citations to Indiana cases begin with a citation to a volume and page in Thompson Reuters North Eastern Reporter Series. So a citation to 545 N.E.2d 341 (Ind. 1997) is a cite to volume 545, page 341 of the North Eastern Reporter, Second Series. The "(Ind. 1997)" tells the reader the case cited is an Indiana Supreme Court decision issued in 1997.

Citations to Federal Laws, Rules and Court Decisions

Citations to the United States Code ("USC" or "U.S.C.") are preceded by a title number and followed by a section number. So 20 USC 1232g refers to title 20 of the United States Code section 1232g.

Citations to the Code of Federal Regulations ("C.F.R." or "CFR") are identified by a citation similar to the Indiana Administrative Code. The citation to the title precedes CFR, and the section number follows.

Federal cases are cited in much the same way as Indiana cases. Trial court decisions are reported in the Federal Supplement as "F. Supp." followed by the series number, such as "F. Supp.2d" for the second series of the Federal Supplement. Appellate decisions are published in the Federal Reporter, which is now in its third series. Citations in both the Federal Supplement and the Federal Reporter follow the same format. A volume number precedes the name of the volume, and a page number in that volume follows the volume number. So a cite to 406 F.3d 500 (7th Cir. 2005) directs the reader to volume 406 of the Federal Reporter Third Series, page 500.

The (7th Cir. 2005) tells the reader that the case was issued by the Seventh Circuit Court of Appeals in 2005.

Revised 11/14/17

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Book	Policy Manual
Section	0000 Bylaws
Title	NAME
Code	po0111
Status	Active
Adopted	January 9, 2001

0111 - **NAME**

The governing body of this School Corporation shall be known officially as the Board of School Trustees of the Nineveh-Hensley-Jackson United School Corporation.



Book	Policy Manual
Section	0000 Bylaws
Title	PURPOSE
Code	po0112
Status	Active
Adopted	January 9, 2001
Last Revised	November 9, 2021

0112 - **PURPOSE**

The School Board exists for the purpose of a governing system for providing a free, public education in grades kindergarten through 12th for resident children, children of qualified employees who are allowed to transfer into the School Corporation as required by law, and other transfer students approved according to Board policy attending the Nineveh - Hensley - Jackson United School Corporation.

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Legal	I.C. 20-26-5-1
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Book	Policy Manual
Section	0000 Bylaws
Title	BOUNDARIES
Code	po0113
Status	Active
Adopted	January 9, 2001

0113 - **BOUNDARIES**

The Nineveh-Hensley-Jackson United School Corporation is comprised of the area in the description on file in the School Board office.



Book	Policy Manual
Section	0000 Bylaws
Title	ADDRESS
Code	po0115
Status	Active
Adopted	January 9, 2001
Last Revised	August 1, 2007

0115 - **ADDRESS**

The official address of the School Corporation shall be 802 S. Indian Creek Drive, Trafalgar, Indiana 46181.



Book	Policy Manual
Section	0000 Bylaws
Title	BOARD AUTHORITY
Code	po0121
Status	Active
Adopted	January 9, 2001

0121 - **BOARD AUTHORITY**

The supervision of this Corporation shall be conducted by the School Board, hereinafter sometimes referred to as the "Board", which is constituted and is governed by the laws of the State of Indiana.

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Book	Policy Manual
Section	0000 Bylaws
Title	BOARD POWERS
Code	po0122
Status	Active
Adopted	January 9, 2001
Last Revised	November 8, 2016

0122 - **BOARD POWERS**

The School Corporation shall be a body corporate, and, as such, capable of suing and being sued, contracting and being contracted with, acquiring, holding, possessing and disposing of real and personal property, and taking and holding in trust for the use and benefit of the Corporation, any grant or devise of land and any donation or bequest of money or other personal property.

The Board shall exercise all powers expressly granted to the Corporation by statute or through rules adopted by the State Board of Education and those powers necessary or desirable in the conduct of the Corporation's affairs, even if the power is not granted by statute or rule. The Board may exercise any power the Corporation possesses to the extent that the power is not expressly denied by the State Constitution, statute, or State Board rule and is not expressly granted to another entity.

The Board shall retain the power to act, through written policies, in situations in which there is no Constitutional or statutory provision requiring a specific manner for the Corporation to exercise a power and no Constitutional or statutory prohibition to the exercise of that power.

The School Board shall have the management and control of all facilities and programs in the Corporation and the employees, students, and other persons entering upon its premises.

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Legal	I.C. 20-26-3, 20-26-5-4, 36-1-7
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Book	Policy Manual
Section	0000 Bylaws
Title	PHILOSOPHY OF THE BOARD
Code	po0123
Status	Active
Adopted	January 9, 2001
Last Revised	November 8, 2016

0123 - **PHILOSOPHY OF THE BOARD**

A School Corporation is a legal entity for providing a system of public education within a geographic area of the State of Indiana. The system was created by, and is governed by, State statutes.

The School Board has the dual responsibility for implementing the Corporation's legal obligations pertaining to public education and for meeting the desires of the citizens. While the Board has an obligation to determine and assess citizen desires, it is understood that when individuals are elected or appointed to represent citizens in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

- A. Maintain two-way communications with citizens of the Corporation. The Board shall keep them informed of the progress and problems of the Corporation, and the citizens shall be urged to bring their aspirations and concerns about the Corporation and its schools to the Board's attention.
- B. Establish policies and make decisions on the basis of declared educational philosophy and goals.
- C. Act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the School Board has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

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Book	Policy Manual
Section	0000 Bylaws
Title	BYLAWS AND POLICIES
Code	po0131.1
Status	Active
Adopted	January 9, 2001
Last Revised	November 10, 2015

0131.1 - BYLAWS AND POLICIES

The Board shall adopt bylaws and policies for the organization and operation of this Board and the Corporation.

The bylaws and policies may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected, except that the Board may, upon a vote and where compelling reasons exist, cause to suspend at any time the operation of a bylaw or policy herein contained, provided the suspension does not conflict with law, and such suspension shall terminate at the next meeting of the Board or at such earlier time as is specified in the motion to suspend.

These bylaws and policies may be adopted or amended by resolution at a single meeting of the Board in an emergency. An emergency shall be defined for purposes of this rule as any situation or set of circumstances which the Board has reason to believe will close the schools or jeopardize the safety or welfare of the students or employees of the Corporation.

Any resolution adopted under emergency conditions shall expire automatically at the first public meeting of the Board following the abatement of the emergency unless the Board moves to adopt said resolution as a bylaw or a policy.

Bylaws shall be adopted, amended, repealed, or suspended by a 2/3's vote of the full Board (physically present). Policies shall be adopted, amended, or repealed by a majority vote of the full Board (physically present). (Two-thirds (2/3's) of a five (5) member Board is four (4) members.)

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be published in the Board policy manual.

Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

Further, any policy or part of a policy that is inconsistent with the law or with a decision rendered by a court of competent jurisdiction shall no longer be in force and effect as a policy.

The Board may adopt, amend, or repeal administrative rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

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Legal	I.C. 20-26-5-4
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Book	Policy Manual
Section	0000 Bylaws
Title	TECHNICAL CORRECTIONS
Code	po0131.2
Status	Active
Adopted	November 10, 2015

0131.2 - **TECHNICAL CORRECTIONS**

Periodically it may be deemed necessary to make technical corrections to policies that already have been adopted through normal procedures. These technical corrections may include:

- A. transfer of sections,
- B. renumbering subsections, sections, chapters and titles,
- C. corrections or additions for grammatical or typographical errors,
- D. changes in citations of the law such as renumbering,
- E. changes in names for compliance personnel,
- F. changes in titles of personnel when Board action is taken in making new positions or reducing staff

not affecting the construction or meaning of those sections, subsections, chapters, titles, or policies as a whole.

Should the Board choose to make such technical corrections, it may be accomplished by resolution as part of the consent agenda without going through the normal policy adoption procedure.

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Book	Policy Manual
Section	0000 Bylaws
Title	SELECTION OF SUPERINTENDENT
Code	po0132.1
Status	Active
Adopted	January 9, 2001

0132.1 - **SELECTION OF SUPERINTENDENT**

The School Board shall exercise its executive power in part by the appointment of a Superintendent who shall enforce the statutes of the State of Indiana, administrative guidelines of the State School Board, and the policies of this Board.

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Book	Policy Manual
Section	0000 Bylaws
Title	ADMINISTRATIVE GUIDELINES
Code	po0132.2
Status	Active
Adopted	January 9, 2001

0132.2 - ADMINISTRATIVE GUIDELINES

- A. The Superintendent shall prepare guidelines for the administration of the School Corporation which are not inconsistent with statutes, regulations of the State Board, or the policies of this Board. (See Policy 1230.01)
- B. Such administrative guidelines shall be binding on the employees and the students of this Corporation when issued.
- C. The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

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Legal	I.C. 20-5-2-2(7)
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Book	Policy Manual
Section	0000 Bylaws
Title	JUDICIAL
Code	po0133
Status	Active
Adopted	January 9, 2001
Last Revised	June 10, 2008

0133 - **JUDICIAL**

The School Board may assume jurisdiction over any dispute or controversy arising within this Corporation and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

In furtherance of its adjudicatory function, the Board may hold hearings which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences which may flow from it, the degree of difficulty of establishing findings of fact from conflicting evidence, the impact of the Board's decision on the School Corporation, and any statutory or regulatory requirements.

In order to provide a fair hearing for the parties to a matter to be adjudicated by the Board, Board members shall be impartial in such matters and capable of making a decision based solely upon the evidence presented by the parties. Therefore, Board members shall not conduct or participate in any investigation of the facts in such matters; collect, evaluate, or review the facts of the matter prior to presentation of the facts to the Board; or form or express an opinion not subject to change on any aspect of the pending matter.

If a Board member testifies concerning a material fact in dispute, has a personal interest in the matter under consideration, has participated in the gathering of evidence or the formulation of strategy, or has expressed an opinion on one or more material facts in dispute, that Board member shall not participate in the Board's consideration of the matter or vote in the matter, unless the Board member certifies and declares to the parties in the matter and to the Board that s/he is capable of resolving the matter based solely on the evidence presented to the Board.

If a Board member is unable to make this certification, the Board member shall voluntarily recuse himself/herself and shall not participate in any evidentiary hearing, discussion, or vote in the matter.

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Book	Policy Manual
Section	0000 Bylaws
Title	NUMBER
Code	po0141
Status	Active
Adopted	January 9, 2001

0141 - **NUMBER**

The Board of School Trustees shall consist of five (5) members.

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Book	Policy Manual
Section	0000 Bylaws
Title	ELECTION/APPOINTMENT OF MEMBERS AND ELIGIBILITY TO SERVE
Code	po0142
Status	Active
Adopted	January 9, 2001
Last Revised	August 14, 2012

0142 - **ELECTION/APPOINTMENT OF MEMBERS AND ELIGIBILITY TO SERVE**

Members of the Board of School Trustees shall be qualified and elected in accordance with the Corporation's organization plan on file with the State Board of Education. In accordance with I.C. 20-26-4-11, if a teacher or a noncertified employee (as defined in I.C. 20-29-2-11) of the Board is elected or appointed to the Board, the employee must resign from employment by the Board before serving on the Board.

No person otherwise eligible to assume office as a member of the Board shall be disqualified on the basis of age if s/he is at least twenty-one (21) years of age (I.C. 20-26-4-9); and ownership of property shall not be a qualification to serve as a Board member (I.C. 20-26-4-11).

Before August 1st of each school year (July 1st to June 30th), the Superintendent shall file with the State Superintendent of Public Instruction a listing of the:

- A. names and addresses of members of the Board;
- B. names and addresses of the Board's officers;
- C. expiration dates of the terms of the Board's members and officers.

Should a change occur in Board membership during the term of one or more members of the Board, the School Corporation shall file the change with the State Superintendent of Public Instruction within thirty (30) days after the change occurs. (I.C. 20-4-10.1-16)

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Book	Policy Manual
Section	0000 Bylaws
Title	TERM
Code	po0142.1
Status	Active
Adopted	January 9, 2001

0142.1 - **TERM**

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

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Book	Policy Manual
Section	0000 Bylaws
Title	OATH
Code	po0142.2
Status	Active
Adopted	January 9, 2001
Last Revised	July 1, 2003

0142.2 - **OATH**

Each newly-elected, re-elected, appointed or re-appointed Board of School Trustees member shall take an oath of office administered by a notary public or other qualified person not later than thirty (30) days after the beginning of the term of office to which s/he has been elected as well as other oaths which may be required for transactions connected with or related to the educational program of the Corporation. (I.C. 33-16-4-1)

The oath must be signed by the Board member and the person who administers it and filed in the circuit court clerk's office of the county containing the greatest percentage of the population of the school corporation. (I.C. 20-5-3-1.5, 5-4-1-4)

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Book	Policy Manual
Section	0000 Bylaws
Title	VACANCIES
Code	po0142.3
Status	Active
Adopted	January 9, 2001
Last Revised	April 14, 2015

0142.3 - **VACANCIES**

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

- A. 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))
- B. failure of a sufficient number of petitions for candidates for Board membership being filed for an election (I.C. 20-26-4-4(c))
- C. 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)
- D. a member is convicted of a felony
- E. a member's election or appointment is declared void by a competent tribunal
- F. the winner of an election fails to take the oath of office required by I.C. 20-26-4-3-2
- G. a member ceases to possess the legal qualifications for continuing to hold office
- H. a member ceases to be a resident of the Corporation (I.C. 20-23-4- 30(e)) (applicable to community school corporations only)
- I. a member is removed from office by action of the Circuit Court pursuant to I.C. 5-8-1-35
- J. a court enters an order removing a member from office based upon a conviction for bribery or official misconduct under I.C. 35-50-5-1.1
- K. 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)
- L. 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))

- A. The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- B. All applicants are to submit a notice of their interest, in writing, to the Board President.
- C. The Board may interview selected interested candidates to ascertain their qualifications.

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I.C. 5-8-1-35, 5-8-3.5-1

I.C. 20-23-4-30



Book	Policy Manual
Section	0000 Bylaws
Title	ORIENTATION
Code	po0142.5
Status	Active
Adopted	January 9, 2001
Last Revised	November 10, 2015

0142.5 - **ORIENTATION**

The Board of School Trustees 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/or the Business Manager to discuss Board functions, policies, and procedures.

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

Revised 7/03

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Book	Policy Manual
Section	0000 Bylaws
Title	BOARD MEMBER AUTHORITY
Code	po0143
Status	Active
Adopted	January 9, 2001

0143 - **BOARD MEMBER AUTHORITY**

Individual members of the Board of School Trustees do not possess the powers that reside in the 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 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.
- 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.

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Book	Policy Manual
Section	0000 Bylaws
Title	PUBLIC EXPRESSIONS OF BOARD MEMBERS
Code	po0143.1
Status	Active
Adopted	January 9, 2001

0143.1 - **PUBLIC EXPRESSIONS OF BOARD MEMBERS**

The Board of School Trustees President functions as the official spokesperson for the Board.

From time-to-time, however, 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 are encouraged, 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.

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Book	Policy Manual
Section	0000 Bylaws
Title	COMPENSATION
Code	po0144.1
Status	Active
Adopted	January 9, 2001
Last Revised	July 1, 2003

0144.1 - **COMPENSATION**

Board of School Trustees members shall receive each year a basic compensation of \$2000 per annum as well as a per diem in an amount stipulated by a Board resolution acted upon at the annual organizational meeting. 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.

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 lodging will be reimbursed.
- E. No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- F. A receipt detailing the amount and nature of each expense must be submitted to the Treasurer for approval within thirty (30) days after the expenses have been incurred.

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Legal	I.C. 20-5-3-6
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Book	Policy Manual
Section	0000 Bylaws
Title	BOARD MEMBER ETHICS
Code	po0144.2
Status	Active
Adopted	January 9, 2001

0144.2 - **BOARD MEMBER ETHICS**

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

- 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 functions;
- C. accepting the responsibility along with his/her fellow Board members of seeing that the appropriate facilities and resources are 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 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 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 properly discharging his/her professional duties, and also by holding him/her responsible for acceptable results;

- C. acting only after receiving a recommendation of the Superintendent in matters of employment or dismissal of school personnel unless due to an emergency or extenuating circumstances;
- D. having the Superintendent present at all meetings of the Board except when his/her contract and salary are under consideration;
- E. 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;
- F. presenting personal criticisms of any employee directly to the Superintendent.

A 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.

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Indiana School Boards Association



Book	Policy Manual
Section	0000 Bylaws
Title	CONFLICT OF INTEREST
Code	po0144.3
Status	Active
Adopted	January 9, 2001
Last Revised	June 7, 2016

0144.3 - **CONFLICT OF INTEREST**

Board of School Trustees members shall utilize the authority of their position solely for the benefit of the school community. To this end:

A. Conflict of Interest Disclosure

If a Board member or a spouse or dependent has a pecuniary interest in a contract or purchase to be approved by the Board, or a Board member or a spouse or dependent will profit from a contract or purchase to be approved by the Board, the Board member shall submit a written Conflicts of Interest disclosure on State Board of Accounts Form 236.

When a Board member makes a Conflicts of Interest disclosure as provided above, the disclosure shall be submitted for approval by the Board before the Board considers approval of the contract or purchase addressed in the disclosure, provided the contract or purchase will be funded entirely by funds other than those received from a Federal grant or award.

The Board member shall not participate in the discussion or vote on the acceptance of his/her disclosure or approval of the contract or purchase, and the role played by this Board member shall be described in the minutes of the meeting.

A written conflict of interest disclosure on State Board of Accounts Form 236 that is approved by the Board shall be filed by the Superintendent with the State Board of Accounts and the Clerk of the Circuit Court within fifteen (15) calendar days after approval by the Board. I.C. 35-44.1-1-4

B. Profiteering From Public Service

For one (1) year after leaving the Board, a member of the Board shall not obtain a pecuniary interest in any contract or purchase which was approved by the Board during his/her Board service unless the former member:

1. was screened from any participation in the contract or purchase
2. has not and will not receive a part of any profit from the contract or purchase by the Board; and
3. promptly gives notice to the Board of his/her interest in the contract or purchase.

This limitation does not apply if the Board member receives less than \$250.00 of the profits from the contract or purchase.

Revised 8/14/12
Revised 4/14/15
Revised 11/10/15

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I.C. 35-44.1-1-4

I.C. 35-44.1-1-5

2 C.F.R. 200.112, 200.113, 200.318



Book	Policy Manual
Section	0000 Bylaws
Title	DEFENSE AND INDEMNIFICATION OF BOARD MEMBERS
Code	po0144.4
Status	Active
Adopted	January 9, 2001
Last Revised	November 10, 2015

0144.4 - **DEFENSE AND INDEMNIFICATION OF BOARD MEMBERS**

This bylaw is applicable to all types of civil claims under law including tort claims, civil rights claims, and contract claims. The Board of School Trustees will pay all costs and fees incurred by or on behalf of any Board member in the defense of any claim under law if the Board by resolution determines that the Board member's actions upon which the claim is based arise out of the performance of the member's duties as a Board member, and were taken in good faith.

The Board shall, subject to the provisions of Indiana law, also pay any judgment, compromise, or settlement of a claim, or suit when the Board determines by resolution that it is in the best interest of the Corporation to do so, the act or omission upon which the claim is based occurred within the scope of the Board member's duties as a Board member, and the member did not act in bad faith, or with malfeasance in office. The intent of this bylaw is to hold the Board member harmless from any liability, cost, or damages in connection such a claim, including but not limited to the payment of legal fees and court costs, except where the liability, cost, damage, or fees are predicated on, or arises out of, the bad faith of the Board member or the claim or judgment is based on the member's malfeasance in office.

If a present or former Board member is or could be subject to personal civil liability for a loss occurring because of a noncriminal act or omission within the scope of the member's duties which violates the civil rights laws of the United States, the Board shall, subject to the limitations established by Indiana law pay the judgment, compromise, or settlement of the claim or suit if the Board determines by resolution that paying the judgment, compromise or settlement is in the best interests of the Corporation. The Board shall also pay all costs and fees incurred by or on behalf of Board member in defense of any such claim or suit.

A Board member shall not be personally liable on contracts entered into within the scope of the member's duties as a Board member unless the contract clearly states otherwise in writing.

Revised 7/03
Revised 8/14/12

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Legal	I.C. 20-26-5-4(17)
	I.C. 34-13-2
	I.C. 34-13-3-5
	I.C. 34-13-3-20
	I.C. 34-13-4-1
	I.C. 35-44-1.1-4



Book	Policy Manual
Section	0000 Bylaws
Title	GIFTS AND GRATUITIES
Code	po0144.5
Status	Active
Adopted	June 10, 2008
Last Revised	November 10, 2015

0144.5 - GIFTS AND GRATUITIES

A Board member or a Corporation employee making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of I.C. 35-44.1-1-2.

A Board member who has accepted a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision may return the gift or gratuity or its value to the source and thereafter participate in the process of consideration of the matter, and the Board vote on the matter.

If a Board member taking part in evaluating a proposal to be considered by the Board, or a dependent of that Board member, has accepted a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision, the Board member shall abstain from all involvement in the formulation of a recommendation to the Board, Board discussion on the matter, and the Board vote on the matter.

Revised 11/12/13

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Legal	I.C. 35-44.1-1-2
	I.C. 35-44-1-1
	I.C. 35-44.1-2



Book	Policy Manual
Section	0000 Bylaws
Title	ORGANIZATIONAL MEETING
Code	po0151
Status	Active
Adopted	January 9, 2001
Last Revised	January 12, 2021

0151 - **ORGANIZATIONAL MEETING**

The School Board shall organize annually on or before January 15th at a meeting held in accordance with law. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of a temporary chairperson, who shall, in turn, serve until the election of a President.

Revised 6/11/13

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Legal	I.C. 20-26-4-1
	I.C. 5-14-1.5-2(b) Definition of "governing body"
	I.C 5-14-3 Access to Public Records Act



Book	Policy Manual
Section	0000 Bylaws
Title	BOARD OF FINANCE OF THE NINEVEH-HENSLEY-JACKSON UNITED SCHOOL CORPORATION
Code	po0151.1
Status	Active
Adopted	January 9, 2001
Last Revised	May 12, 2020

0151.1 - BOARD OF FINANCE OF THE NINEVEH-HENSLEY-JACKSON UNITED SCHOOL CORPORATION

The School Board shall establish a Board of Finance for the Corporation consisting of the members of the School Board. The Corporation's Board of Finance shall meet at least once each calendar year during the period after the first Monday and on or before the last day of January. At the first meeting in each calendar year, the Board of Finance shall elect a President and a Secretary from its membership. These officers shall hold office until their successors are elected and qualified.

In addition to its annual meeting in January of each calendar year, the President of the Board of Finance shall convene the Board whenever requested to do so by one (1) of the members of the Board, and as necessary to perform the Board's statutory duties. A majority of the Board shall constitute a quorum for the transaction of the Board's business. All meetings of the Board of Finance shall be open to the public and the Secretary shall keep a record of the proceedings of the Board which shall be approved and signed by the President and attested to by the Secretary. This record of proceedings shall be a public record covered by I.C. 5-13-1.

During the annual meeting of the Board of Finance in January of each calendar year, the Corporation's investment officer shall make a written report to the Board summarizing the Corporation's investments during the preceding calendar year and naming each institution or entity in which the Corporation's money was deposited in the preceding year. The Board of Finance shall receive and review the report and the overall investment policy of the Corporation.

Also, during the annual meeting, the Board of Finance shall review the report submitted by the Superintendent which must assess the financial condition of the School Corporation using the fiscal and qualitative indicators determined under I.C. 20-19-7-4.

The Board of Finance shall designate and commission one or more financial institution(s) meeting the statutory standards for a depository of Corporation funds to serve as a depository for these funds. The Board is authorized to revoke the commission of a depository for Corporation funds. In its consideration of a proposal to revoke the commission of a depository to receive and hold Corporation funds, the Board of Finance shall apply the statutory standards and follow the statutory procedure for its consideration of this decision.

Revised 9/9/14

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Legal
State Board of Accounts Public Schools Part 14
I.C. 5-13-7-5, 5-13-7-6, 5-13-7-8, 5-13-8-9



Book	Policy Manual
Section	0000 Bylaws
Title	OFFICERS
Code	po0152
Status	Active
Adopted	January 9, 2001
Last Revised	January 12, 2021

0152 - **OFFICERS**

The School 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 School 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.

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.

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Legal	I.C. 20-26-4-1
	I.C. 5-14-1.5-2(b) Definition of "governing body"
	I.C 5-14-3 Access to Public Records Act



Book	Policy Manual
Section	0000 Bylaws
Title	MOTIONS
Code	po0154
Status	Active
Adopted	January 9, 2001
Last Revised	January 12, 2021

0154 - **MOTIONS**

The School Board shall, at the organizational meeting on or before January 15th:

A. Elect a:

1. president;
2. vice president; and
3. secretary;

each of whom is a different member;

B. Appoint a treasurer of the Board and of the School Corporation who is a person, other than the Superintendent, who is not a member of the Board;

C. designate a day, place, and time for regular meetings which shall be held at least once every month;

D. authorize the President of the Board to appoint individual Board members to any necessary committees or as representatives to various organizations;

E. appoint a legal counsel;

F. appoint a Board member as legislative liaison to the Indiana School Boards Association;

G. appoint the local board of finance;

H. appoint a Board member as a member of the Central Nine (C-9) Executive Board.

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Legal	I.C. 5-13-7-6 Local board of finance meetings
	I.C. 5-14-1.5-2(b) Definition of "governing body"
	I.C 5-14-3 Access to Public Records Act
	I.C. 20-26-4-1 Organization
	I.C. 20-26-4-3 Regular, statutory and special meetings



Book	Policy Manual
Section	0000 Bylaws
Title	COMMITTEES
Code	po0155
Status	Active
Adopted	January 9, 2001
Last Revised	January 12, 2021

0155 - **COMMITTEES**

Committees appointed directly by the School 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.

The President shall, as soon after the organizational meeting as practicable, appoint members of the Board to standing committees where they shall serve a term of one (1) year.

Ad hoc committees may be created and changed at any time by the President or a majority of the members present at any meeting at which the need for a committee becomes evident.

Members of ad hoc committees shall serve until the committee is discharged.

A member may request (or refuse) appointment to a committee.

Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

Each Board committee shall be convened by a chairperson who shall report for the committee and shall be chosen by the committee from among its members.

Revised 6/11/13

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Legal	I.C. 5-14-1.5-2(b) Definition of "governing body"
	I.C 5-14-3 Access to Public Records Act



Book	Policy Manual
Section	0000 Bylaws
Title	PARLIAMENTARY AUTHORITY
Code	po0161
Status	Active
Adopted	January 9, 2001

0161 - **PARLIAMENTARY AUTHORITY**

The parliamentary authority governing the School Board shall be Robert's Rules of Order, Newly Revised.

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Book	Policy Manual
Section	0000 Bylaws
Title	QUORUM
Code	po0162
Status	Active
Adopted	January 9, 2001

0162 - **QUORUM**

Three (3) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

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Book	Policy Manual
Section	0000 Bylaws
Title	PRESIDING OFFICER
Code	po0163
Status	Active
Adopted	January 9, 2001

0163 - PRESIDING OFFICER

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act in his/her stead; and then the secretary. The act of any person so designated shall be legal and binding.

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Book	Policy Manual
Section	0000 Bylaws
Title	REGULAR MEETINGS
Code	po0164.1
Status	Active
Adopted	January 9, 2001

0164.1 - **REGULAR MEETINGS**

The Board shall hold a meeting on a date and at a time and place determined annually by a resolution of the Board.

In the event the date, time, or place of a meeting needs to be changed, which change is in the best interest of the Board and/or the Corporation, such change may be made by action of the Board, provided that the proper notice is given.

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Book	Policy Manual
Section	0000 Bylaws
Title	SPECIAL MEETINGS
Code	po0164.2
Status	Active
Adopted	January 9, 2001

0164.2 - **SPECIAL MEETINGS**

Special meetings of the Board may be called by the President or the Superintendent provided there is compliance with the notice provision of these Bylaws.

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Book	Policy Manual
Section	0000 Bylaws
Title	EMERGENCY MEETINGS
Code	po0164.3
Status	Active
Adopted	January 9, 2001

0164.3 - **EMERGENCY MEETINGS**

In the event of a severe and imminent threat to the health, safety, or welfare of the Corporation, its employees, or students, the President of the Board, or the Superintendent may call an emergency session if it can be shown that delay would be detrimental to efforts to lessen or respond to the threat. No formal notice to Board members of any emergency meeting shall be required, but the press and public shall be notified.

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Legal	I.C. 20-5-3-2, 5-14-1.5
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Book	Policy Manual
Section	0000 Bylaws
Title	MEETING OF THE BOARD DEFINED
Code	po0164.4
Status	Active
Adopted	November 12, 2013
Last Revised	November 9, 2021

0164.4 - MEETING OF THE BOARD DEFINED

As used in these bylaws, 'meeting' means a gathering of a majority of School Board members for the purpose of taking 'official action' as defined at I.C. 5-14-1.5-2(d) on public business. The term 'meeting' does not include the following:

- A. A social or chance gathering not intended to avoid the principles of the Indiana Open Door law set forth in I.C. 5-14-1.5-1.
- B. An on-site inspection of a project, program, or facility of applicants for incentives or assistance from the Board.
- C. Traveling to and attending meetings of organizations devoted to betterment of government.
- D. A caucus as defined at I.C. 5-14-1.5-2(h).
- E. A gathering to discuss an industrial or a commercial prospect that does not include a conclusion as to recommendations, policy, decisions, or final action on the terms of a request or an offer of public financial resources.
- F. An orientation of members of the Board on their role and responsibilities as public officials, but not for any other official action.
- G. A gathering of Board members for the sole purpose of administering the oath of office specified in I. C. 20-26-4-2 to a Board member or members.
- H. Collective bargaining discussions that the Board engages in directly with the exclusive representative of a bargaining unit consisting of School Corporation employees. This exception from the definition of a 'meeting' of the Board applies only when the Board has not appointed an agent or agents to conduct collective bargaining on behalf of the Board. A committee appointed by the Board or the Board President to conduct collective bargaining shall not constitute a 'governing body' subject to the Open Door Law (I.C. 5-14-1.5-2((b)(3) and (c) (8))).

The Board's meetings normally shall be held at a location within the Corporation boundaries that may accommodate public attendance. In such meetings, some members may participate through electronic communication in accordance with Bylaw 0164.5. However, the Board authorizes the Superintendent and Board President acting in concert to determine that it is necessary or appropriate to hold a regular, special or emergency Board meeting by means of remote or virtual participation by all Board members and remote or virtual public access, considering whether and how public comment will be allowed and in compliance with the Open Door Law to the extent required by the Governor or the Public Access Counselor or pursuant to Bylaw 0164.6, only in the event that circumstances justify such a meeting. Notice of such meetings shall be made as required by the Open Door Law or as modified by the Governor or the Public Access Counselor and include information regarding public access to the remote or virtual Board meeting. Any meeting held under this provision may include voting by Board members (see Policy 0167.1 - Voting), and such votes shall not be invalid merely because of the remote or virtual nature of the meeting if a legal exception exists to requirements under the Open Door law regarding remote voting, for example, by Executive Order of the Governor or guidance provided by the Public Access Counselor or pursuant to Bylaw 0164.6.

The Board President shall conduct the meeting so as to facilitate public understanding, including requiring Board members to identify themselves before speaking and limiting instances of multiple Board members speaking at the same time, to the extent possible.

In the event of an Executive Order issued by the Governor or guidance provided by the Public Access Counselor, notice of a Board meeting may be provided using alternative means than is required by the Open Door Law. For example, permitting notice to be made through electronic means, e.g., on the Corporation website or social media site, rather than by posting and publication as required by Policy 0165 - Notice of Board Meeting.

Revised 1/12/21

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I.C. 20-26-4-3 Notice of meetings to Board members

I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings



Book	Policy Manual
Section	0000 Bylaws
Title	MEMBER PARTICIPATION IN MEETINGS THROUGH ELECTRONIC MEANS OF COMMUNICATION
Code	po0164.5
Status	Active
Adopted	November 9, 2021

0164.5 - MEMBER PARTICIPATION IN MEETINGS THROUGH ELECTRONIC MEANS OF COMMUNICATION

Subject to the limitations listed below, the School Board shall permit Board members to participate in a meeting by an electronic means of communication if it allows all Board members participating in the meeting to simultaneously communicate with each other and allows the public to simultaneously attend and observe the meeting if it is not an executive session.

A Board member participating by an electronic means of communication shall be considered present for purposes of establishing a quorum but may participate in any final action taken at the meeting only if the Board member can be seen and heard. At least fifty percent (50%) of the Board members must be physically present at a meeting.

The number of Board members who may participate in any given meeting through an electronic means of communication is limited to two (2) Board members.

The total number of meetings in a calendar year that may be conducted with members participating by an electronic means of communication is limited to twenty percent (20%) meetings.

A Board member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A Board member must physically attend at least one (1) meeting between sets of meetings that the Board member attends by electronic communication unless the Board member's absence is due to:

- A. military service;
- B. illness or other medical condition;
- C. death of a relative; or
- D. an emergency involving actual or threatened injury to persons or property.

A Board member may not attend more than fifty percent (50%) of the Board meetings in a calendar year by an electronic means of communication unless the Board member's electronic participation is due to:

- A. military service;
- B. illness or other medical condition;
- C. death of a relative; or
- D. an emergency involving actual or threatened injury to persons or property.

All votes taken during a meeting conducted with at least one Board member participating through an electronic means of communication shall be by roll call. The Board minutes prepared for meetings in which at least one Board member participates by an electronic means of communication must state the name of each Board member who:

- A. was physically present at the place where the meeting was conducted;
- B. participated in the meeting by using any electronic means of communication; and
- C. was absent.

The Board minutes also shall identify the electronic means of communication by which:

- A. Board members participated in the meeting; and
- B. the public attended and observed the meeting if it was not an executive session.

Board members may not participate in a Board meeting by electronic communication if the Board is attempting to take final action to:

- A. adopt a budget;
- B. make a reduction in personnel;
- C. initiate a referendum;
- D. establish or increase a fee;
- E. establish or increase a penalty;
- F. use the Board's power of eminent domain authority; or
- G. establish, raise, or renew a tax.

A technological failure in an electronic means of communication that disrupts or prevents:

- A. the simultaneous communication between a Board member who is not physically present at the meeting and the Board; or
- B. a member of the public who is not present at the meeting from attending and observing the meeting does not prevent the Board from conducting the meeting or affect the validity of an action taken by the Board at the meeting if the sum of the Board members physically present at the meeting and the Board members participating by electronic communication without technological failure satisfies the quorum and, if a final action is taken, the Board's voting requirements.

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I.C. 5-14-1.5-3.5



Book	Policy Manual
Section	0000 Bylaws
Title	MEETINGS DURING DECLARED DISASTER EMERGENCIES
Code	po0164.6
Status	Active
Adopted	November 9, 2021

0164.6 - MEETINGS DURING DECLARED DISASTER EMERGENCIES

This Bylaw applies only if:

- A. the Governor declares a disaster emergency under I.C. 10-14-3-12; or
- B. the executive (as defined in I.C. 36-1-2-5) of a political subdivision declares a local disaster emergency under I.C. 10-14-3-29.

Until the disaster emergency or local disaster emergency is terminated, School Board members are not required to be physically present at a Board meeting. During the disaster emergency or local disaster emergency, Board members may meet by any means of electronic communication, if the following are satisfied:

- A. At least a quorum of the Board members participate in the meeting by means of electronic communication or in person.
- B. The public is able to simultaneously attend and observe the meeting, unless held in executive session.

All votes taken in a meeting conducted with at least one Board member participating through an electronic means of communication during a declared disaster emergency or local disaster emergency shall be by roll call. The Board minutes prepared for meetings in which at least one Board member participates by an electronic means of communication during a declared disaster emergency or local disaster emergency must state the name of each Board member who:

- A. was physically present at the place where the meeting was conducted;
- B. participated in the meeting by using any electronic means of communication; and
- C. was absent.

The Board minutes also shall identify the electronic means of communication by which:

- A. Board members participated in the meeting; and
- B. the public attended and observed the meeting if it was not an executive session.

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Legal I.C. 5-14-1.5-3.7



Book	Policy Manual
Section	0000 Bylaws
Title	NOTICE OF BOARD MEETINGS
Code	po0165
Status	Active
Adopted	January 9, 2001
Last Revised	January 12, 2021

0165 - **NOTICE OF BOARD MEETINGS**

The School Board will give notice of regular, special, and emergency Board meetings to Board members, news media, and the general public in compliance with Indiana law on the organization and operation of the governing body of a school corporation and the Open Door Law.

As used in this bylaw, "legal holiday" means a day listed in I. C. 1-1-9-1.

Notice of any meeting of the Board also shall contain the following statement:

"The Board's meeting site is fully accessible to all persons. Any person requiring further accommodation should contact the School Corporation's administrative office at 317-878-2100."

In the event of an Executive Order issued by the Governor or guidance provided by the Public Access Counselor, a notice of a Board meeting may be provided using alternative means than is required by the Open Door Law. For example, permitting notice to be made through electronic means, e.g., on the Corporation website or social media site, rather than by posting and publication.

Revised 11/12/13

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Legal	I.C. 20-26-4-3 Notice of meetings to Board members
	I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings



Book	Policy Manual
Section	0000 Bylaws
Title	NOTICE OF REGULAR MEETINGS
Code	po0165.1
Status	Active
Adopted	January 9, 2001
Last Revised	November 12, 2013

0165.1 - NOTICE OF REGULAR MEETINGS

As used in this bylaw, "regular meeting" means a meeting of the Board held in compliance with a schedule of meetings approved by the Board at its annual organizational meeting. Notice need not be given to a Board member for holding or taking any action at a regular meeting.

Public notice of regular Board meetings will be given only once a year by posting a copy of the notice at the administrative offices of the School Corporation and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31 of the preceding calendar year.

In addition to notice of regular meetings to the news media, the Board shall give public notice to persons who give the Board a written request for notice of meetings not later than December 31 of the preceding calendar year. The Board shall give this notice by e-mail or by publishing notice of regular meetings on the Board's Internet website at least forty-eight (48) hours in advance of the meeting excluding Saturdays, Sundays, and legal holidays.

Changes in the Date, Time, or Place of a Regular Meeting and Notice Required; Notice of Executive Sessions and Reconvened Meetings

Additional notice of a regular meeting shall be given by the Board if the date, time, or place of a regular meeting is changed. Notice to the public of a change in the date, time, or place of a regular Board meeting, executive session, or any rescheduled or reconvened meeting shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting is to convene by posting a copy of the notice at the administrative offices of the School Corporation and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31 of the preceding calendar year. With the exception of executive sessions, this requirement does not apply to reconvened meetings where announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes of the meeting if there is no change in the agenda.

Notice to the news media under this section shall be given by depositing the notice in the United States mail with first class postage prepaid, transmitting the notice by e-mail, or transmitting the notice by facsimile (fax).

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Book	Policy Manual
Section	0000 Bylaws
Title	NOTICE OF SPECIAL BOARD MEETINGS
Code	po0165.2
Status	Active
Adopted	January 9, 2001
Last Revised	November 12, 2013

0165.2 - **NOTICE OF SPECIAL BOARD MEETINGS**

A "special meeting" of the Board is a meeting other than a regular meeting on a schedule of regular meetings established at the Board's annual organizational meeting. At a special meeting, the Board may take any action permitted at a regular meeting. Executive sessions are excluded from this definition.

Authority to Call a Special Meeting

A special meeting of the Board must be held when called by the President or Superintendent. The call must be evidenced by a written notice specifying the date, time, and place of the special meeting. Special meetings must be held at the regular meeting place of the Board.

Notice to Board Members of Special Meeting

A copy of notice of a special meeting shall be served upon each member of the Board so that it is received by the Board member at least seventy-two (72) hours before the special meeting is to convene. This notice shall be given by delivering written notice to the member personally or by mail or telegram. Notice may be given by e-mail or facsimile if the member agrees to receive notice in this form. If each member of the Board has waived notice of the special meeting, notice of the meeting to Board members is not necessary.

Waiver of notice of a special meeting by a Board member may be given by the member's presence at the special meeting or the member's execution of a written waiver of notice of the date, time, and place of the special meeting, executed either before or after the special meeting. If waiver of notice of a special meeting is executed by a Board member after the meeting, the waiver also must state in general terms the purpose of the special meeting. If a waiver specifies that the waiver was executed before the meeting, third persons are entitled to rely on the statement.

Notice to the Public and News Media of Special Meeting

Notice to the public and news media of a special meeting shall state the date, time, and place of the special meeting and the business to be transacted, as well as the name, address, and telephone number of the School Corporation's administrative office. This notice shall be given at least forty-eight (48) hours before the special meeting convenes, excluding Saturdays, Sundays, and legal holidays.

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Book	Policy Manual
Section	0000 Bylaws
Title	NOTICE OF EMERGENCY MEETINGS
Code	po0165.3
Status	Active
Adopted	January 9, 2001
Last Revised	November 12, 2013

0165.3 - **NOTICE OF EMERGENCY MEETINGS**

The Board may meet to address an actual or threatened emergency involving injury to person or property or actual or threatened disruption of the operation of the School Corporation. The notice requirements of the Open Door Law do not apply to a Board meeting, convened to address an emergency, but news media which have requested notice of meetings must be given the same notice as is given to Board members without charge, and the public must be notified by posting a copy of the notice at the administrative offices of the School Corporation and on the School Corporation's Internet website.

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Book	Policy Manual
Section	0000 Bylaws
Title	NOTICE REQUIREMENTS ESTABLISHED BY OTHER STATUTES
Code	po0165.4
Status	Active
Adopted	January 9, 2001
Last Revised	November 12, 2013

0165.4 - **NOTICE REQUIREMENTS ESTABLISHED BY OTHER STATUTES**

Any notice requirement for a Board meeting or hearing before the Board established by the Open Door Law (I. C. 5-14-1.5) or this bylaw shall not serve to shorten or otherwise modify the content or timing of notice required by another statute or policy. For example, I. C. 5-3-1.2 establishes a ten (10) day minimum notice period for public hearings held by the Board on certain contract matters.

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Legal	I.C. 20-26-4-3 Notice of meetings to Board members
	I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings



Book	Policy Manual
Section	0000 Bylaws
Title	SERIES OF MEETINGS (Gatherings)
Code	po0165.5
Status	Active
Adopted	June 10, 2008

0165.5 - **SERIES OF MEETINGS (Gatherings)**

Members of the Board may not participate in a series of meetings (gatherings) if the series consists of at least two (2) gatherings and the series of gatherings meets all of the following criteria:

- A. one (1) of the gatherings is attended by at least three (3) Board members but less than a quorum and the other gathering includes at least two (2) Board members
- B. the sum of the number of different members attending any of the gatherings at least equals a quorum of the Board
- C. all gatherings concern the same subject matter and are held within a period of not more than seven (7) consecutive days
- D. the gatherings are held to take official action on public business

A Board member attends a gathering if the member is present at the gathering in person or if the member participates in the gathering by telephone or other electronic means, excluding electronic mail.

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Legal	I.C. 5-14-1.5-3.1
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Book	Policy Manual
Section	0000 Bylaws
Title	AGENDA
Code	po0166
Status	Active
Adopted	January 9, 2001

0166 - **AGENDA**

The Superintendent shall prepare and submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.

Individual Board members may include items on the written agenda upon the concurrence of the Board President.

The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the Corporation with such recommendations as s/he shall make.

The agenda of each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally the agenda should be distributed no later than the Friday preceding the Tuesday Board meeting prior to the meeting, or delivered so as to provide time for the member to study the agenda five (5) calendar days prior to a regularly scheduled meeting. The agenda for a special meeting shall be delivered at least two (2) calendar days before the meeting, consistent with the provisions calling for the special meeting.

Prior to the meeting, a copy of the agenda shall be posted at the entrance to the meeting location.

The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

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Legal	I.C. 5-14-1.5-4
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Book	Policy Manual
Section	0000 Bylaws
Title	VOTING
Code	po0167.1
Status	Active
Adopted	January 9, 2001
Last Revised	November 9, 2021

0167.1 - **VOTING**

All regular and those special meetings of the School Board at which the Board is authorized to take official action shall be conducted in compliance with the Indiana Open Door Law (I.C. 5-14-1.5). Except with respect to the approval or modification of a contract, no action shall be valid unless approved at a public meeting of the Board by a majority vote of a quorum of the Board and a proper record made of the vote. Board action to approve or modify a contract shall require an affirmative vote of a majority of all members of the Board. A Board member must be physically present in order to cast a valid vote unless otherwise permitted to participate in and vote during Board meetings remotely or virtually pursuant to an Executive Order ('EO') of the Governor or guidance issued by the Public Access Counselor ('PAC') or as provided in Bylaw 0164.5 or Bylaw 0164.6.

A Board member who is not physically present at a meeting of the Board may participate in the meeting through electronic communications in accordance with Bylaw 0164.5. A member participating electronically shall be considered present for purposes of establishing a quorum, but may participate in any final action taken at the meeting only if the member can be seen and heard, except for meetings authorized by Bylaw 0164.6. All votes taken during a meeting conducted with at least one member participating through electronic communication shall be by roll call.

The minutes of a meeting must state each member who was physically present, each member who participated by using electronic means of communication, and each member who was absent.

Abstentions shall not be counted as votes, but shall be recorded in the minutes of a meeting and are deemed to acquiesce in the outcome of the vote. In situations in which a specific number of affirmative votes are required and abstentions have been recorded, the motion shall fail if the specified number of affirmative votes have not been cast. In the case of a tie vote in which a member abstains, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member be recorded; however, when Board members are permitted to participate in and vote during Board meetings remotely or virtually pursuant to an EO of the Governor or guidance issued by the PAC, voting shall be conducted as required by the Governor's EO or PAC's Guidance. Additionally, voting must comply with Bylaw 0164.5 or Bylaw 0164.6 if one of those bylaws is implicated. Proxy voting shall not be permitted. Any member may request that the Board be polled.

Revised 8/14/12
Revised 1/12/21

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I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings

I.C. 20-26-4-8

I.C. 20-26-4-3 Notice of meetings to Board members



Book	Policy Manual
Section	0000 Bylaws
Title	EXECUTIVE SESSION
Code	po0167.2
Status	Active
Adopted	January 9, 2001
Last Revised	January 12, 2021

0167.2 - **EXECUTIVE SESSION**

The Board may meet in an executive session, one closed to the public (except the Board may admit those persons determined to be necessary to carry out the purpose of the executive session) after giving proper notice, for the following purposes:

- A. where authorized by Federal or State statute
- B. discussion of strategy with respect to 1) collective bargaining, 2) initiation of litigation or litigation which is pending or has been threatened in writing, 3) implementation of security systems, 4) a real property transaction, including a purchase, a lease as a lessor, a lease as a lessee, a transfer, an exchange or a sale by the governing body, up to the time a contract or option is executed by the parties, 5) or school consolidation, providing that the strategy is necessary for bargaining or competitive reasons, and the meeting does not include the competitive bargaining adversaries.
- C. for discussion of the assessment, design, and/or implementation of school safety and security measures, plans, and systems
- D. to receive information about, and interview, prospective employees
- E. with respect to any individual over whom the Board has jurisdiction, receive information concerning the individual's alleged misconduct, and to discuss, prior to determination, that individual's status as an employee, student, or independent contractor who is a physician or a school bus driver
- F. discussion of records classified as confidential by Federal or State statute
- G. discussion, before any placement decision, of an individual student's abilities, past performance, behavior, and needs
- H. discussion of an employee's job performance evaluation
- I. when considering the appointment of a public official, to develop a list of prospective appointees, to consider applications and make one (1) initial exclusion of prospective appointees from further consideration
- J. training of Board members by an outside consultant on performance of their role as public officials and/or discussion with or between county officials, Board members, and an outside consultant concerning the performance of Board members

A final action must be taken at a meeting open to the public.

In keeping with the confidential nature of executive sessions, no member of the Board shall disclose the content of discussions that take place during such sessions.

Revised 6/11/13

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Legal

- I.C. 5-14-1.5-5 Open Door Law notice to the public and news media of executive sessions
- I.C. 5-14-1.5-6.1 Executive sessions
- I.C. 20-26-4-3 Regular, statutory and special meetings, including notice of meetings to Board members



Book	Policy Manual
Section	0000 Bylaws
Title	PUBLIC PARTICIPATION AT BOARD MEETINGS
Code	po0167.3
Status	Active
Adopted	January 9, 2001
Last Revised	July 12, 2022

0167.3 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The School Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on Corporation matters.

Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than five (5) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be approved by the Superintendent and the Board President

To permit fair and orderly public expression, the Board shall provide a period for oral public comment at every meeting of the Board, and establish procedures to govern such comment at Board meetings.

The presiding officer of each Board meeting at which public comment is permitted shall administer the procedures of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public comment shall be permitted as indicated on the order of business. Provided, however, that public comment may be prohibited at any meeting that must be conducted remotely or virtually due to an emergency declared by Federal, State or local officials.
- B. Attendees must register their intention to comment in the public portion of the meeting upon their arrival at the meeting and prior to the commencement of the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic.
- F. All statements shall be directed to the presiding officer; no person may address or question Board members individually.

G. The presiding officer may:

1. prohibit public comments which are frivolous, repetitive, harassing, or which disclose information required to be kept confidential pursuant to federal, state, or local law or policies adopted by the Corporation;
2. interrupt, warn, or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene;
3. request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's behavior interferes with the orderly conduct of the meeting;
5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;

H. The portion of the meeting during which oral public comment occurs shall be limited to thirty (30) minutes unless extended by a vote of the Board

I. Digital, audio or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and agrees to abide by the following conditions:

1. No obstructions are created between the Board and the audience.
2. No interviews are conducted during the Board meeting.
3. No commentary is made that would distract either the Board or members of the audience.

Revised 7/1/03
Revised 1/12/21

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Legal I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings
 I.C. 20-26-4-3 Notice of meetings to Board members



Book	Policy Manual
Section	0000 Bylaws
Title	ADJOURNMENT
Code	po0167.4
Status	Active
Adopted	January 9, 2001

0167.4 - ADJOURNMENT

The Board may at any time recess or adjourn to another meeting at a time, date, and place announced before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

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Book	Policy Manual
Section	0000 Bylaws
Title	USE OF SCHOOL CORPORATION ELECTRONIC MAIL BY BOARD MEMBERS
Code	po0167.5
Status	Active
Adopted	July 1, 2003
Last Revised	August 14, 2012

0167.5 - USE OF SCHOOL CORPORATION ELECTRONIC MAIL BY BOARD MEMBERS

Each Board member shall have the option to be assigned a School Corporation e-mail address for his/her use in communicating about School Corporation business. A School Corporation e-mail account shall not be used in a manner which suggests Board or school corporation endorsement of the content of the message and may not be used to communicate concerning a campaign for partisan or School Corporation office.

Board members may include their School Corporation e-mail address in communications with the public about matters of School Corporation business but shall not be used to support a campaign for election/re- election to the Board.

A list of students, employees, parents, voters, or persons expressing interest in favor or in opposition to any action by the Board shall not be passed on to a non-school user or used for commercial or campaign purposes. As used in this bylaw, "campaign purposes" includes messages in support of or opposition to a school referendum.

If a Board member sends an e-mail message to a School Corporation employee, the Superintendent shall be sent a copy of the message at the time the original message is sent.

E-mail messages to and from Board members using their School Corporation e-mail account are subject to production in response to an Indiana Access to Public Records Act ("APRA") request and each e-mail message from a Board member using their School Corporation account shall include a warning that messages to and from Board members using a School Corporation e-mail address shall be subject to production in response to a request under that Act.

Information about a specific identified or identifiable student such as information concerning an appeal of an expulsion shall not be sent in or attached to a message to Board members.

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Book	Policy Manual
Section	0000 Bylaws
Title	OPEN MEETING
Code	po0168.1
Status	Active
Adopted	January 9, 2001

0168.1 - OPEN MEETING

The Board shall designate a person to keep minutes of each meeting showing the date, time, place, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. The minutes shall also state the name of each member who was physically present at the meeting or was absent. These minutes must be approved by the Board and endorsed by the Secretary at the next meeting. The minutes shall include all votes taken at the meeting. Proposed minutes shall be available for public inspection within a reasonable period of time after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes shall be available for inspection at the Superintendent's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The official minutes shall be bound together by years and kept in the office of the School Board.

The minutes shall show the general substance of all matters proposed, discussed, or decided and a record of all votes taken, by individual, if there is a roll call.

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Legal	I.C. 5-14-1.5-4
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Book	Policy Manual
Section	0000 Bylaws
Title	EXECUTIVE SESSION
Code	po0168.2
Status	Active
Adopted	January 9, 2001

0168.2 - **EXECUTIVE SESSION**

The minutes of an executive session shall show the date, time, and place of the session; the members either present or absent; and the identification of the subject matter considered by specific reference to the enumerated instance(s) for which public notice was given. The Board shall certify in the minutes that it discussed no subject matter in the executive session other than the subject matter specified in the public notice.

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Legal	I.C. 20-26-4-3 Notice of meetings to Board members
	I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings



Book	Policy Manual
Section	0000 Bylaws
Title	PRESIDENT
Code	po0171.1
Status	Active
Adopted	January 9, 2001

0171.1 - PRESIDENT

The President of the School Board shall preside at meetings of the Board.



Book	Policy Manual
Section	0000 Bylaws
Title	VICE-PRESIDENT
Code	po0171.2
Status	Active
Adopted	January 9, 2001

0171.2 - **VICE-PRESIDENT**

The Vice-President of the School Board shall:

- A. preside at meetings of the Board when the President is not able to attend;
- B. in case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.



Book	Policy Manual
Section	0000 Bylaws
Title	SECRETARY
Code	po0171.3
Status	Active
Adopted	January 9, 2001

0171.3 - **SECRETARY**

The Secretary of the School Board shall:

- A. sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;
- B. sign the annual report of the Corporation and other reports required by the State Board;
- C. preside at meetings when both the President and the Vice- President are not able to attend;
- D. in case of a vacancy in the office of Vice-President, succeed to the office of Vice-President for the balance of the unexpired term;
- E. perform other duties required by law or by the School Board.



Book	Policy Manual
Section	0000 Bylaws
Title	TREASURER
Code	po0171.4
Status	Active
Adopted	January 9, 2001
Last Revised	January 12, 2021

0171.4 - **TREASURER**

The School Board shall appoint a person, other than the Superintendent or a member of the Board, to serve as treasurer of the Corporation.

The Treasurer shall be the official custodian of all funds of the Corporation and responsible for the proper safeguarding of and accounting for all such funds.

In addition, the Treasurer shall issue a receipt for all funds coming into his/her hands as well as deposit money and issue all warrants in accordance with the law.

The Treasurer also may transact Corporation financial business through the use of electronic funds transfer.

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Book	Policy Manual
Section	0000 Bylaws
Title	LEGAL COUNSEL
Code	po0172
Status	Active
Adopted	January 9, 2001

0172 - LEGAL COUNSEL

The School Board may appoint a legal counsel whose duty shall be to advise the Board and the Superintendent and others as designated by the Superintendent on specific legal problems submitted by the Superintendent and to make such recommendations as requested.



Book	Policy Manual
Section	0000 Bylaws
Title	REPORTS
Code	po0174
Status	Active
Adopted	January 9, 2001

0174 - **REPORTS**

The School Board shall publish a financial report and an annual report as required by law. In addition the Board shall publish other reports it deems necessary to keep the community and governmental authorities adequately informed about the operation of the Corporation.

Legal	I.C. 5-11-1-4
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Book	Policy Manual
Section	0000 Bylaws
Title	ASSOCIATION MEMBERSHIPS
Code	po0175
Status	Active
Adopted	January 9, 2001

0175 - **ASSOCIATION MEMBERSHIPS**

The School Board may maintain membership in the National and State School Boards Associations and shall take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and Corporation personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.



Book	Policy Manual
Section	0000 Bylaws
Title	SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS
Code	po0175.1
Status	Active
Adopted	January 9, 2001

0175.1 - **SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS**

The School Board recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County, and State workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at Corporation expense.

Travel and personal expenses of spouse, children, or other guests traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the Corporation within budgetary limits.

The President of the Board will regularly receive a record of Board member attendance at conferences.