

# WELCOME to the West Lafayette Community School Corporation Board Meeting

We're glad you're interested in our school community! This document has been created to help you understand the role and responsibility of a school board. We look forward to working with you for our schools and student success.

## ***It starts with a Mission:***

*"The Mission of the West Lafayette Community School Corporation (WLCSC) is to engage students in a world-class educational experience that prepares them to be well-rounded, ethical, innovative, creative, productive, and adaptive citizens who will shape our global society."*

*We, the educators and Board of School Trustees of the West Lafayette Community School Corporation, in order to make it possible for our students to develop into citizens capable of participating in, contributing to, and benefiting from the cultural, economic, political, and social life of the community and larger society, do establish this mission statement for our corporation.*

## **WHAT IS THE SCHOOL BOARD?**

The Board is an elected governmental body charged with the responsibility of providing educational programs for children who reside within the attendance boundaries of the West Lafayette Community School Corporation. The seven Board members are state officials who live within school corporation boundaries and are elected to serve four-year terms. All seven members are elected at-large.

## **WHO ARE THE MEMBERS OF THE BOARD?**

		<u>Years on the Board</u>	<u>Phone</u>	<u>E-mail</u>
Mrs. Rachel Witt	President	2013-current	765-586-3816	<a href="mailto:witr@wl.k12.in.us">witr@wl.k12.in.us</a>
Mr. Bradley Marley	Vice President	2008-current	765-464-0134	<a href="mailto:marleyb@wl.k12.in.us">marleyb@wl.k12.in.us</a>
Mrs. Amy Austin	Secretary	2021-current	765-409-4009	<a href="mailto:austina@wl.k12.in.us">austina@wl.k12.in.us</a>
Mr. Thomas Schott	Member	2013-current	765-427-1721	<a href="mailto:tom_schott@ymail.com">tom_schott@ymail.com</a>
Dr. Yue Yin	Member	2021-current	765-430-3545	<a href="mailto:yiny@wl.k12.in.us">yiny@wl.k12.in.us</a>
Mrs. Dacia Mumford	Member	2023-current	765-409-0848	<a href="mailto:mumfordda@wl.k12.in.us">mumfordda@wl.k12.in.us</a>
Mr. Laurence Wang	Member	2023-current	412-841-7312	<a href="mailto:wangla@wl.k12.in.us">wangla@wl.k12.in.us</a>

## **IS THE SUPERINTENDENT A MEMBER OF THE BOARD?**

No. The superintendent is not a member of the Board. The Superintendent is a professional educator employed by the Board to carry out adopted policies and to be responsible for the day-to-day operation of the schools. The superintendent works with building level administrators who assist with building level responsibilities. The Board and Superintendent work collaboratively in their different roles and authorities, for the fulfillment of the corporation mission and success of our students. The superintendent prepares the agenda for each Board meeting. This agenda becomes the order of business for the meeting. The agenda for each Board meeting is posted for public information prior to the meeting. Once a meeting is called to order, no changes in the agenda can be made without the consent of a majority of the Board members present.

## **WHAT IS DONE AT BOARD MEETINGS?**

Board meetings are meetings held in public, to conduct the governance work of the board. They are not public meetings. Some things you might see the board doing in regular meetings are: acting upon recommendations of the superintendent, adopting the annual budget and tax rates, adopting policies, and authorizing the spending of funds. Although any matter may come before the Board, most school-related issues are handled by the administration who have been authorized by the board to do the work of the schools.

## **WHEN AND WHERE ARE BOARD MEETINGS HELD?**

Regular Board meetings are held at 6:30 p.m. on the second Monday of each month at the Happy Hollow Building, LGI Room, 1200 North Salisbury Street, West Lafayette, Indiana or other locations will be announced. If needed, Board Work Sessions are held at 6:30 p.m. on the third Wednesday of each month at the same location. On occasions when special meetings are called or when other times and places of regular meetings become necessary, an effort is made to announce the change at least two days prior to the meeting. The announcements are posted at the administration building and on the school district's website ([www.wl.k12.in.us](http://www.wl.k12.in.us)). However, if last minute circumstances affect the time and place of the meeting, it will be posted on the door of the administrative building. If you ever have a question about meeting location, please contact the central office. We're happy to help!

## **ARE BOARD MEETINGS OPEN TO THE PUBLIC?**

**ABSOLUTELY!** School Board meetings are meetings held before the public and are announced as public meetings or hearings. On occasion, executive sessions, closed to the public, are held to discuss matters of personnel, negotiations, purchase of land, security, and items where public discussion could be damaging to an individual or could work against the public interest (such as inflation of land prices). No matter what the issue, however, all official action (votes) must be taken in public session. Privacy issues sometimes do not allow School Board members to discuss issues in public. That could make it appear that the Board is voting against the information presented in public. There could be information presented to the Board that cannot be presented or discussed in public.

## **HOW DO I CONTACT THE BOARD WITH QUESTIONS OR CONCERNS?**

- 1. You can call or email individual board members at any time. We're happy to hear from you. Our information and direct links to email members is on the corporation website.**

Generally, this is the fastest way to help a board member understand your question so we can help you find an answer. Messages sent to the full board, will likely only be responded to by the board chair on behalf of all members.

- 2. You can sign up to speak at a board meeting. Please sign your name on the sign-up sheet at the entry door prior to the start of the meeting. We will call your name at the appropriate time in the meeting.**

Any individual residing within the West Lafayette Community School Corporation or group representing residents of the corporation wishing to make general comments to the Board may do so during the "COMMUNICATION FROM THE AUDIENCE—CURRENT AGENDA ITEMS" and/or "COMMUNICATION FROM THE AUDIENCE—NON-AGENDA ITEMS" sections of the regular School Board Meeting Agenda. Remarks are to be kept to three minutes in length. A speaker will address the comments to the presiding officer (in most cases, the Board President); no person may address or question individual Board members.

- 3. You can request an agenda item for a meeting.**

Any individual residing within the West Lafayette Community School Corporation or group representing residents of the corporation who wishes an item to be placed on an agenda may submit, in writing, a request to the Superintendent of Schools, stating whom he/she represents and the nature of the presentation to be made. This request should be made at least 10 days prior to the Board Meeting at which the individual wishes to speak. The Superintendent will confer with the Board President to determine if the item is appropriate for the agenda and if there is time at that particular meeting (see Policy 0167.3).

Items related to problems with individual personnel may not be addressed in a public meeting. Such concerns will most effectively be handled by meeting first with the teacher, then escalating to the building principal, and then to the superintendent if necessary. This escalation pattern typically resolves nearly all concerns, however, if not resolved please always feel free to contact any or all members of the board.

## **WHAT IF I HAVE A QUESTION OR WANT SOME INFORMATION?**

To further assist WLCSC patrons who may have additional questions or comments, please contact WLCSC's central office between 7:30 a.m. and 3:00 p.m. at 765-746-1602. Below are the appropriate contacts for specific information.

### **School Board and School District Functions—policies/procedures/meetings, etc. (Superintendent's Office)**

Mrs. Roberta Julian, Administrative Assistant and School Board Secretary at [julianr@wl.k12.in.us](mailto:julianr@wl.k12.in.us) 765-746-1602

### **Curriculum/State Reporting (Superintendent's Office)**

Mrs. Anna Roth, Assistant Superintendent at [rotha@wl.k12.in.us](mailto:rotha@wl.k12.in.us) 765-746-1602

### **Finance/Personnel (Business Office)**

Chief Financial Officer, Michelle Cronk at [cronkm@wl.k12.in.us](mailto:cronkm@wl.k12.in.us) 765-746-1602

Mrs. Janelle Wade, Deputy Treasurer at [wadej@wl.k12.in.us](mailto:wadej@wl.k12.in.us) 765-746-1602