

B125

DUTIES OF THE SCHOOL BOARD

~~Board Members~~ **Board Officers**

Policy Committee Proposed Revision to paragraph 1:

The President of the School Board shall preside over all Board meetings, **work collaboratively with Board officers and members to** appoint any necessary committee, and perform other duties essential to the operations of school business.

Board Member Proposed Revision to paragraph 1:

The President of the School Board shall preside over all Board meetings and is responsible for ensuring that Board meetings are scheduled as needed to accomplish the business of the School Corporation. The President shall nominate Board Members to serve on committees with appointments subject to full Board approval. As the official spokesperson for the Board, the President shall only speak on behalf of the Board, whether via email, website statements, media responses or other public communications, after Board review and approval by a majority of the Board. The President shall have no more access to School Corporation information than any other Board Member and shall not direct the Superintendent without a majority vote of the Board.

In the event the President is absent, the Vice-President shall assume the role of the President.

Policy Committee Proposed Revision to paragraph 3:

The Secretary shall keep records of all Board meetings, **as defined by state law**, post all legal notices, prepare and sign all proceedings of the Board, assume the duties of the President where both the President and Vice President are absent, and perform such other responsibilities as may be prescribed. **The Board secretary shall also ensure that all parties who send written communication to the Board receive a response on behalf of the Board.**

Board Member Proposed Revision to paragraph 3:

The Secretary shall keep records of all Board meetings and is responsible for ensuring that meeting minutes accurately document Board decisions and describe the general substance of Board discussions. The Secretary shall officially acknowledge receipt of emails sent to the full Board by issuing a respectful and neutral response on behalf of the Board. The Secretary shall assume the duties of the President if both the President and Vice-President are absent.

Treasurer

The Board shall appoint a person who is neither the Superintendent nor a member of the Board to serve as treasurer of the District. The Treasurer is the official custodian of all funds of the District and is responsible for the proper safeguarding and accounting for the funds. In addition, the Treasurer shall issue a receipt for all money received, as well as deposit money and issue all warrants in accordance with law. A Deputy Treasurer may be appointed to share the duties of the Treasurer, providing that person is not the Superintendent or a member of the Board.

The Board shall publish an annual financial report as required by law, as well as any additional discretionary reports to inform the community about District operations.

Legal Counsel

Policy Committee Proposed Revision to paragraph 6:

The Board may appoint a legal counsel to advise the Board and the Superintendent and others as designated by the Superintendent on specific legal **problems issues** and to make such recommendations as required. The legal counsel shall also represent the Board where required by law.

Board Member Proposed Revision to paragraph 6:

The Board shall appoint a legal counsel to advise the Board and the Superintendent and others as designated by the Superintendent on specific legal issues and to make recommendations as required. The legal counsel shall also represent the Board where required by law. All Board members are authorized to direct questions to the legal counsel. All communications from the legal counsel shall be provided to all Board members.

Memberships and Conferences

The Board may maintain membership in National and State School Boards Associations, as well as membership in any other educational organizations which the Superintendent and Board find valuable to the District. Further, the Board encourages attendance at conferences at the local, State, and National level.

I.C. 20-26-4 et. seq.

I.C. 20-26-3 et. seq.

I.C. 5-11-1-4

Commented [A1]: This section models the language of the statute cited below.

Commented [Au2R1]: This is consistent with current practice. D.A.

Commented [A3]: These sections are optional. Commented [Au4R3]: This is consistent with current practice. D.A.

West Lafayette Community School Corporation

Adopted: [date]

Revised: [date]