

**\*Update: See Appendix A on page 3 of this document for 2021 Protocols**

# 2020-2021 WELCOME to the West Lafayette Community School Corporation Board Meeting

***Mission Statement:***

*"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>
Alan Karpick	President	2006-current	464-3292	<a href="mailto:arkarpick@gmail.com">arkarpick@gmail.com</a>
Karen Springer	Vice President	1996-2004, 2006-current	743-3905	<a href="mailto:ksspringer5@gmail.com">ksspringer5@gmail.com</a>
Brad Marley	Secretary	2008-current	464-0134	<a href="mailto:bmarley@Horizonbank.com">bmarley@Horizonbank.com</a>
Amy Austin	Member	2021-current	409-4009	<a href="mailto:amy@newsletteramy.com">amy@newsletteramy.com</a>
Tom Schott	Member	2013-current	463-5802	<a href="mailto:tom_schott@ymail.com">tom_schott@ymail.com</a>
Rachel Witt	Member	2013-current	464-3180	<a href="mailto:creakyhouse@gmail.com">creakyhouse@gmail.com</a>
Yue Yin	Member	2021-current	430-3545	<a href="mailto:yueyineducation@gmail.com">yueyineducation@gmail.com</a>

## IS THE SUPERINTENDENT 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 superintendent is not a member of the Board.

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 held in public, but are not public meetings, and are for the purpose of 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 through administrative channels.

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

Regular Board meetings are held at 6:30 p.m. on the first Monday of each month in the conference room of the Floyd Administration Center, 1130 North Salisbury Street, West Lafayette, Indiana or other location will be announced. If needed, Board Work Sessions are held at 6:30 p.m. on the third Monday 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 Center.

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

School Board meetings are meetings held before the public. They are not public meetings unless they 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 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 CAN I BE PLACED ON THE AGENDA IF I WANT TO ADDRESS THE BOARD?**

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.

You may also present your comments and concerns to the Board in writing.

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.

Items related to problems with individual personnel may not be addressed in a public meeting. Such concerns should be handled by meeting first with the teacher, then the principal, and then the superintendent. If the problem is not resolved and you still have concerns, feel free to address your concerns in writing to the Board.

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

The Board’s administrative staff is capable of handling most questions and requests for information. Matters relating to an individual school or teacher should be directed to the principal of that building. For your convenience in obtaining information or in determining who can answer your questions, you may contact the superintendent's office at (765) 269-4002.

## Appendix A

### SCHOOL BOARD MEETING PROTOCOLS/COMMUNICATIONS

During this pandemic, the West Lafayette Community School Corporation (WLCSC) administration are working collaboratively with WLCSC's IT professionals to provide in-person and live-streaming of each School Board meeting. Since July 8, 2020, WLCSC has been using YouTube to live stream School Board meetings. After exploring a number of alternatives, WLCSC's Technology Director, Brandon Hamilton, recommends continuing the use of YouTube to live stream School Board meetings. Because of social distancing protocols, this process allows for broadcasting in-person meetings which require up to 12 separate audio microphones for each member of the School Board, administrative staff, and for patrons who wish to make comments at the meeting. Future School Board meetings may be held in a different location where the technology to broadcast can remain to help decrease the amount of time it takes for IT staff to setup and teardown the technology at the West Lafayette Intermediate School.

Per the training provided by the Indiana School Board's Association, Indiana School Board meetings are for the purpose of elected School Board members holding a meeting in public. At this time, the WLCSC School Board plans to continue in-person meetings for the 2020-21 school year. With the assistance of the WLCSC technology department, School Board meetings shall be broadcast live through a YouTube link for patrons who do not wish to attend in person. Patrons may access the current School Board agenda at [www.wl.k12.in.us/board/current-agenda](http://www.wl.k12.in.us/board/current-agenda). The current School Board agenda will provide the URL for the live YouTube broadcast of the meeting.

- If guidance from the local or state health departments or Governor's office indicates that in-person school board meetings cannot take place, then board members will participate in a virtual meeting.
- WLCSC acknowledges that technical difficulties may occur during a meeting that cause interference with our ability to live stream effectively. If for some reason a School Board meeting cannot be broadcasted as planned, a notice will be posted on WLCSC website.
- In keeping with current practice, an audio recording from the live meetings is posted to the WLCSC website after each Board meeting.

Up to thirty minutes prior to the start of any School Board meeting, a WLCSC patron who plans to watch the live stream may submit a comment or question at the following email address: [wl.schoolboard@wl.k12.in.us](mailto:wl.schoolboard@wl.k12.in.us). Patrons who electronically submit their comment/question electronically must include their name and residential address. Then, during the two times listed on the School Board agenda where patron comments are allowed, patrons' comments or questions will be read so long as the patron lives within the school district and the comments/questions are germane to the meeting. However, consistent with past practice School Board members will not respond to comments or questions during the meeting unless the School Board President recommends a response.

To further assist WLCSC patrons who may have additional questions or comments, please contact WLCSC's central office between 8:00am and 4:00pm at 765/746-1602. Below are the appropriate contacts for specific information.

#### **School Board and School District Functions (policy, procedures, board meetings, etc.)**

- Superintendent's Office; Mrs. April McClure, Administrative Assistant and School Board Secretary; [mcclurea@wl.k12.in.us/765-269-4002](mailto:mcclurea@wl.k12.in.us/765-269-4002)

#### **Curriculum/State Reporting**

- Superintendent's Office; Mrs. Abby Weiderhaft, Administrative Assistant for Curriculum and State Reporting; [weiderhaft@wl.k12.in.us/765-269-4003](mailto:weiderhaft@wl.k12.in.us/765-269-4003)

#### **Finance/Personnel**

- Business Office; Mr. Ross Sloat, Chief Financial Officer; [sloatr@wl.k12.in.us/765-269-4006](mailto:sloatr@wl.k12.in.us/765-269-4006) or contact Mrs. Roberta Julian at [julianr@wl.k12.in.us/765-746-1602](mailto:julianr@wl.k12.in.us/765-746-1602)