

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: GOVERNING STYLE

1. Parliamentary Authority: The parliamentary authority governing the Board shall be *Robert's Rules of Order, Revised* in all cases in which it is not inconsistent with statute, administrative code, these policies, or other rules of order of this Board.
2. Board Meeting Structure: The Board shall generally schedule two (2) regular business meetings per month.

From time to time, the Board may schedule special work sessions. All work sessions shall be open to the public, as provided per the Open Door Law in IC 20-26-4-3(d).

The Board shall be the sole authority over its agenda. The Board President will exercise this control on behalf of the Board. However, any Board member - with a majority of the Board agreeing - can add business to, or delete business from, the agenda.

3. Consent Agenda Docket: The Board shall use a consent agenda to keep routine matters within a reasonable time frame. The following routine items may be included in a single resolution for consideration by the Board:
 - A. Minutes of prior meetings;
 - B. Bills for payment;
 - C. Hiring of personnel;
 - D. Resolutions that require annual adoption;
 - E. Resignations and leaves;
 - F. Miscellaneous items.

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A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the

Board will be required to remove an item from the consent agenda. A single member's request shall cause an item to be relocated as an action item eligible for discussion. Also, any item on the consent agenda may be removed from the consent agenda and discussed as a non-action item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion, and a majority of the Board members present agree.

4. General Operating Principles: Operating principles define the beliefs, values, and methods of working together. To assure quality operations, leaders must agree on basic ways of working together. The manner in which the Board conducts its business becomes a model throughout the District for administrators, teachers, staff, parents and students on how problems are solved. The complexities of operating a school corporation cannot be fully addressed in policy, procedures, or operating principles. Working with people and handling difficult and controversial issues on a daily basis requires good judgment, common sense, a strong trust relationship not only among members of the Board but also between Board and staff. Such a strong trust relationship recognizes that every complaint cannot be resolved to the satisfaction of all parties involved and that every issue or concern will not always be foreseen. For these reasons, trust in each other, allowance for error, and team efforts to address problems are the key elements of the Board's general operating principles.

The Board recognizes that open communications require trust, respect, and a fundamental belief in goodwill among Board members and staff. Individual Board members must work to minimize misunderstandings and reduce conflict. To achieve that goal, Board members shall address disagreements privately and not make disparaging remarks about one another or an official Board action in public. In addition, Board members shall:

- A. Support each other constructively and courteously;
- B. Maintain confidentiality where required;
- C. Allow themselves and others the freedom to admit mistakes;

POLICY TYPE: GOVERNANCE PROCESS

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- D. Focus their discussion on issues, not personalities - free of defensiveness;
- E. Balance their honesty with sensitivity to others;
- F. Uphold the integrity of every individual;
- G. Avoid compromising the Board as an institution or individual Board members with internal or external organizations or groups;
- H. Pursue understanding at all times;
- I. Involve those parties who will be affected by the decision and the solution;
- J. Commit to getting to know one another and the ideas that are important to individuals;
- K. Encourage one another to participate in policy development discussion in a way that recognizes the diversity and expertise of individual Board members;
- L. Disagree with one another in a positive and constructive fashion;
- M. Watch “tone of voice”, “choice of words”, and other actions that spell the difference between discussion, debate, and argument;
- N. Handle personal/personnel concerns in private;
- O. Give as much attention to the manner in which disagreements are presented as given to any particular issue; and,
- P. Agree, once policies are approved by a majority of the members of the Board, to support the adopted policies even if the Board member had spoken against the proposals initially.

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: GOVERNING STYLE

The Board will not take final action on a complaint during the meeting at which it is presented. The Board will respond to any complaint in a timely fashion after ample time is allowed for the issue to be given the thorough review and study it warrants. The Board does not hear specific complaints related to individual staff members in open session, unless required by law to do so. The Board does not hear appeals of the expulsion examiner's student due process determinations.

The Board recognizes that the identification and evaluation of alternatives, an awareness of short and long-term consequences, an appreciation for the needs of the group as well as individuals, and sensitivity toward collective action are essential to the decision-making process.

The Board recognizes that self-evaluation is a cornerstone of effective leadership. Therefore, the Board will conduct an annual evaluation of the Board's performance and process.

The Board recognizes that the implementation of, and compliance with, these operating principles is essential to maintaining the integrity of the Board. Therefore, if a Board member or the Superintendent is reported to have knowingly or inadvertently violated a principle agreed to in this statement of general operating principles, the Board President will take the initiative to discuss the alleged violation with the individual reported. The purpose of the discussion will be to determine the reason for the reported deviation from the stated general operating procedures. The Board President will report the results of the discussion to the rest of the Board for their information.

5. Officers of the Board: The officers of the Board shall be a President, a Vice President, and a Secretary. These officers shall be elected annually at the first Board meeting in January. The sitting President shall conduct the election for the office of President even if the sitting President is a candidate for re-election. The newly-elected President shall then conduct the remaining elections.

No elected officer may serve more than two (2) consecutive terms in the same office.

6. Role of the Board President: The Board President assumes a more involved and active role in conducting the business of the School Corporation. Some major areas of the Board President's responsibility include:

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: GOVERNING STYLE

- A. Acting as spokesperson for the Board to the public, staff and press;
 - B. Planning meeting agendas with the Superintendent;
 - C. Being responsible for chairing all Board meetings;
 - D. Overseeing the implementation of, and monitoring compliance with, the Board's stated operating principles; and,
 - E. Overseeing the implementation of, and monitoring compliance with, the Board's policy on public participation at meetings.
7. Use of Electronic Signatures: For purposes of this policy, a facsimile signature includes an electronic signature stamp or an electronic signature. All employment contracts and any changes made in the terms of any employment contracts, with the exception of the Superintendent's employment contract, may be signed by use of electronic signatures. Specific use of an electronic signature on any other District document can only be authorized by the Board on its own motion or resolution. The District treasurer shall be responsible for the securing and safekeeping of the electronic signatures and for the use of the same on all Board-approved documents.

Legal Reference:
I.C. 5-1-3-2(a)
I.C. 5-14-1.5-1
I.C. 20-26-4
I.C. 23-15-4-1
I.C. 26-2-8-202(b)