

The Role of the Board of School Trustees

In Indiana, as in other states, local school corporations were created by the legislature to execute the educational policy as defined in the Constitution and in State laws. As a result, the work of the public schools is a State governmental function.

School Boards are agents of the State to administer the school functions delegated by the legislatures. They are responsible to their voters and act under the directions and restrictions of State law.

According to the National School Boards Association, The Board of School Trustees:

1. has a legal responsibility for the conduct of the school and is the only agency in the community that does;
2. has a civic responsibility as the controlling body of a basically essential service to the life of the community;
3. has an economic responsibility toward all people; and
4. has an economic responsibility since positive proof exists that there is a direct relationship between good schools and business prosperity.

The Role of the Superintendent of Schools

The Superintendent of Schools is directly responsible to the Board of School Trustees. It is his/her responsibility to provide adequate leadership and to secure maximum educational opportunity for children by constantly striving to improve the quality of instruction. The primary "purpose" of the administration is to facilitate instruction.

To carry out this purpose, he/she will endeavor:

1. To obtain the most competent staff available, to strive to develop that staff to their highest potential; and to work cooperatively with the staff as a team to carry out the school's purpose.

2. To provide leadership in securing and managing the funds and facilities needed to carry out a superior program of instruction.
3. To provide leadership in establishing good communication between the school and the public.
4. To constantly evaluate his/her role as an educational leader.

Problem-Solving Procedures

Problems that involve students in a particular classroom situation should be brought to the attention of the *Classroom Teacher* for first consideration. This can be done by calling the school office to schedule an appointment with the teacher. If a satisfactory solution cannot be found with the teacher, the next step is consultation with the *School Principal*.

Problems of a general school nature should be taken directly to the *School Principal*.

If the principal and the teacher are unable to solve the problem, it should be directed to the *Assistant Superintendent for Curriculum*.

Problems involving school facility operations, maintenance, school business affairs, and transportation services should be taken to the *Assistant Superintendent for Finance & Operations*.

If a problem is not solved after the above procedures, it should be taken to the *Superintendent*.

Should the problem be of such a nature that it requires Board action, then the item may be placed on the agenda of the Board of School Trustees by written request to the Superintendent of Schools.



Jen Reed
Madison Twp.

Tim Cummins
Harrison Twp.

Matt Saner
At-Large

Dave Oberle
Town of Mooresville

Dr. Bill Roberson
Brown Twp.

Welcome to the Meeting of the Board of School Trustees of the Mooresville Consolidated School Corporation

The Board:

Dr. William E. Roberson, President
Matt Saner, Vice -President
Timothy Cummins, Secretary
Jennifer Reed, Member
David Oberle, Member

Administrative Officers:

Dr. Jake Allen, Superintendent
Holly Frye, Asst. Supt. of Curriculum
Dr. Patrick Biggerstaff, Asst. Supt. of Finance & Operations

You are invited to become acquainted with school staff and to work with your child's teacher even though no problems are apparent. By working together in a cooperative fashion, a better school program for each child is possible.

The purpose of this brochure is to familiarize corporation citizens with Board of School Trustees proceedings and to provide general information about the School Corporation.

Appearances Before the Board of School Trustees

1. Unless specifically designated as executive in nature, or Committee of the Whole, all meetings of the Board of School Trustees are open meetings and the public is encouraged to attend.
2. Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than seven (7) working days prior to the meeting and include:
 - Name and address of the participant;
 - Group affiliation, if and when appropriate;
 - Topic to be addressed.Such requests shall be approved by the Superintendent and the Board President. The Superintendent may request a meeting to get further clarification. Time will be given to present materials to the Board of School Trustees when the order of business comes to the item on the agenda. No more than two (2) minutes may be allotted to each speaker and no more than twenty (20) minutes to the subject under discussion, except with unanimous consent of the Board of School Trustees.
3. Comments from visitors, including questions, shall be addressed to the Board of School Trustees as a whole and not to specific individuals. A person addressing the Board must be a resident of the community or be a parent/guardian of a student(s) enrolled in the MCSC district. An area will be designated for public comments and anyone

addressing the Board must first state their name, address, and telephone number.

4. A person appearing before the Board of School Trustees shall not be permitted to discuss any motion pending before the Board of School Trustees except when the Board of School Trustees shall vote unanimously to hear such a discussion.
5. It shall not be permissible to orally present or discuss complaints against individual employees or students of the Mooresville Consolidated School Corporation at any Board of School Trustees meeting. Such charges or complaints shall be presented to the Board of School Trustees in writing and shall be signed by the person(s) making the charge or complaint. Executive Session may be granted for the hearing of charges against individuals, whether students or employees.
6. Boisterous conduct shall not be permitted at any meeting of the Board of School Trustees, nor will any defamatory or abusive remarks be tolerated. The President may terminate the address of anyone who is unable to comply with the rules.



Mooresville Consolidated School Corporation

Education Center
11 West Carlisle Street
Mooresville, IN 46158
Phone: 317-831-0950
Fax: 317-831-9202
Website: MooresvilleSchools.org



Meetings

Board of School Trustees meetings are conducted according to adopted Board of School Trustees rules as allowed by the General Powers Act. Procedures for placing items on the agenda are found in this brochure.

Regular meetings are held the second Tuesday of each month at 6:30 p.m. in the Board Room of the Education Center, 11 West Carlisle Street, Mooresville, Indiana.

Special meetings are called through regularly adopted procedures.

Sessions in which no legal action is taken are known as Committee of the Whole meetings. These meetings are used to study potential problems.

Minutes of Meetings are posted online at MooresvilleSchools.org once approved by the Board of Trustees at the following meeting.

General Order of Business

- I. Call to Order
Pledge of Allegiance
- II. Consent Agenda
 - Approval of Minutes
 - Approval of Claims
 - Approval of Personnel Report
 - Approval of Additional Items
- III. Additional Items
- IV. Other
- V. Adjournment