

# 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 passed by succeeding legislative sessions. As a result, the work of the public schools is a State governmental function.

School Boards came into existence as agents of the State to administer the school functions legislatures have delegated to local districts. They are responsible to their voters and act under the directions and restrictions of State law.

The National School Boards Association believes that the local school board has the following types of responsibility:

1. The Board of School Trustees has a legal responsibility for the conduct of the school, and is the only agency in the community that does.
2. The Board of School Trustees has a civic responsibility as the controlling body of a basically essential service to the life of the community.
3. The Board of School Trustees has an economic responsibility toward all people
4. The Board of School Trustees 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 PROCEDURE

Problems of a general school nature should be taken directly to the PRINCIPAL. 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 and having the principal schedule an appointment with the teacher. If a satisfactory solution cannot be found with the teacher, the next step is consultation with the principal. If the principal and the teacher are unable to solve the problem, it should be directed to the SUPERINTENDENT, or the appropriate assistant.

Problems involving school facility operations, maintenance, school business affairs, and transportation services should be taken to the ASSISTANT SUPERINTENDENT FOR BUSINESS.

If that problem or any other 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, and then the item may be placed on the agenda of the Board of School Trustees by written request to the Superintendent of Schools.

Approved: November 1998



**WELCOME  
To**

**The Meeting of the  
BOARD OF SCHOOL  
TRUSTEES**

**MOOREVILLE  
CONSOLIDATED SCHOOL  
CORPORATION**

**The Board:**

**Dr. Bill Roberson, President  
Matt Saner, Vice-President  
Perry King, Secretary  
Randy Davis, Member  
Dave Oberle, Member**

**Administrative Officers:**

**David E. Marcotte, Superintendent  
Randy Taylor, Asst. Superintendent  
Holly Frye, Director of K-12 Curriculum  
& Instruction**

**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. Request to make formal presentations before the Board of School Trustees as agenda items, should be placed in writing with the Superintendent of Schools prior to noon on Tuesday preceding the regular meeting date. 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 ten (10) 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.
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 any speaker who violates this regulation.



**Mooresville Consolidated School Corporation**  
**Education Center**  
**11 West Carlisle Street**  
**Mooresville, IN 46158**

**Phone: 317-831-0950**  
**Fax: 317-831-9202**  
**Website: [mooresvilleschools.org](http://mooresvilleschools.org)**

## 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

## 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 (2nd) 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,

