

## **FUNCTIONS**

### **SUPERINTENDENT SELECTION**

The Board of Education shall employ a Superintendent who shall appropriately implement all federal, state and local laws and regulations applicable to the Metropolitan School District of Washington Township (the “District”) and shall assist the Board in development and implementation of Board policies. The Board shall follow all legal requirements for Superintendent employment, such as notice hearing, and contract posting.

### **ADOPTION OF BYLAWS AND POLICIES**

The Board shall only adopt bylaws and policies when required by law or for the organization and operation of this Board and the District. Except for policy actions to be taken on emergency measures, the adoption of Board bylaws and policies shall follow this sequence:

The bylaws and policies may be adopted, amended, and repealed at any public meeting of the Board based on a majority vote of members present. In general, for new or revised policies, the Board may consider the policy or amendments on the first reading at a public meeting, reserving final action in order for concerned individuals to provide feedback on policy proposals. Upon second reading at a subsequent public meeting, the Board shall take final action to approve the policy.

Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adoption.

On matters of unusual urgency, the Board may vote to waive the second reading and take immediate action to adopt new or revise existing policies.

The adoption, modification, repeal, or suspension of a Board policy shall be recorded in the minutes of the Board. All policies shall be listed in the electronic or printed Board policy manual. If any policy or part of a policy is judged to be inconsistent with law, inoperative by a court of competent jurisdiction, or is invalidated or suspended by a policy or term in a negotiated agreement or contract adopted by the Board, the remaining policies, parts of the polices, or bylaws shall remain in full effect.

#### *Technical Corrections*

Periodically it may be deemed necessary to make technical corrections to policies that already have been adopted through normal procedures. These technical corrections may include transfer of sections, renumbering subsections, sections, chapters and titles, corrections or additions for grammatical or typographical errors, changes in citation of the law such as renumbering, changes

in names for compliance personnel, and/or changes in titles of personnel when Board action is taken in making new positions or reducing staff not affecting the construction or meaning of those sections, subsections, chapters, titles, or policies as a whole.

Should the Board choose to make such technical corrections, it may be accomplished by resolution as part of the consent agenda without going through the normal policy adoption procedure.

### *Administrative Guidelines*

The Superintendent shall establish administrative guidelines for the operation of the District which are not contradictory to law or the policies of this Board.

The Superintendent and Board shall confer about the adoption or revision of policies. The Superintendent may take necessary action in situations not considered in Board policy, so long as the Superintendent reports such action to the Board at the next meeting.

## **JUDICIAL**

The Board's judicial role is mainly comprised of the holding of hearings to resolve matters appropriately brought before the Board. The Board shall serve as an impartial decision maker in such hearings. The Board, in its judicial role, will provide all parties with appropriate due process, and will follow such procedures as are necessary for the particular matter brought before the Board. Board members shall make a decision based solely upon the evidence presented by the parties and shall not serve as an investigator in any such matters. Board members having a conflict of interest in a matter before the Board shall not in any way participate in the proceedings. *See Policy A125 Nepotism, Conflict of Interest, Gifts, and Use of District Resources* for detailed information on conflicts of interest.

## **APPROVAL OF CONTRACTS, BUDGETS, AND OTHER FINANCIAL OBLIGATIONS**

In accordance with Indiana law, the Board shall consider recommendations from its administration as to contracts, employment, budgets, and other financial obligations.

I.C. 20-26-5-4

I.C. 20-26-5-4.3

MSD of Washington Township

Adopted: 3/27/24

Revised: [date]