
BOARD OF SCHOOL TRUSTEES OPERATIONS - MEETINGS

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July 12, 2005; July 10, 2012; Revised April 17, 2018; November 10,
2020

Legal Ref: I.C. 20-26-4-3; IC 5-14-1.5 *et seq.*

Cross Ref: 2000-12: Public Records

Regular Meetings

The regular meeting of the Board of School Trustees shall be held on the second Tuesday of each month, unless moved by resolution of the Board. The location and time of the meeting will be determined at the organizational meeting each January. In addition to regular meetings, the Board also convenes in Work Sessions and other special meetings called from time to time by the President of the Board or by the Superintendent of Schools. Written notice stating date, time, place, and purpose for which the Work Session or special meeting is called shall be delivered to each member of the Board personally or sent by mail or email at least seventy-two (72) hours in advance of such meeting, unless waived by each of the Board members.

The Board shall keep a complete and accurate set of minutes of each Board meeting. Westfield Washington Schools (WWS) shall maintain minutes as the official records of school legislation of WWS. Consistent with public records law, minutes shall be open to public inspection. A copy of minutes of the preceding meeting(s) shall be sent to each Board member prior to the next regular Board meeting. The minutes of the preceding meeting(s) shall be approved by the Board and signed by the officers and members.

Executive Sessions

The Board reserves the right as permitted by and within the constraints of state law to sit in executive session. Such sessions are called by the President or Superintendent for discussion only and final action must be taken at a meeting open to the public.

Executive sessions shall be closed to the public. In keeping with the confidential nature of executive sessions, no member of the Board shall disclose the content of discussions that take place during such sessions. Indiana's Access to Public Records Act prescribes criminal penalties for the disclosure of information classified as confidential by state statute, which includes executive session records or information derived from such records.

Permissible Topics for Executive Sessions include:

- (1) Where authorized by federal or state statute.
- (2) For discussion of strategy with respect to any of the following:
 - (A) Collective bargaining.
 - (B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing. As used in this clause, “litigation” includes any judicial action or administrative law proceeding under federal or state law.
 - (C) The implementation of security systems.
 - (D) A real property transaction including:
 - (i) a purchase;
 - (ii) a lease as lessor;
 - (iii) a lease as lessee;
 - (iv) a transfer;
 - (v) an exchange; or
 - (vi) a sale;by the governing body up to the time a contract or option is executed by the parties. This clause does not affect a political subdivision’s duty to comply with any other statute that governs the conduct of the real property transaction, including IC 36–1–10 or IC 36–1–11.
 - (E) School consolidation.
However, all such strategy discussions must be necessary for competitive or bargaining reasons and may not include competitive or bargaining adversaries.
- (3) For discussion of the assessment, design, and implementation of school safety and security measures, plans, and systems.
- (4) Interviews and negotiations with industrial or commercial prospects or agents of industrial or commercial prospects.
- (5) To receive information about and interview prospective employees.
- (6) With respect to any individual over whom the governing body has jurisdiction:
 - (A) to receive information concerning the individual’s alleged misconduct; and
 - (B) to discuss, before a determination, the individual’s status as an employee, a student, or an independent contractor who is:
 - (i) a physician; or
 - (ii) a school bus driver.
- (7) For discussion of records classified as confidential by state or federal statute.
- (8) To discuss before a placement decision an individual student’s abilities, past performance, behavior, and needs.

(9) To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.

(10) When considering the appointment of a public official, to do the following:

(A) Develop a list of prospective appointees.

(B) Consider applications.

(C) Make one (1) initial exclusion of prospective appointees from further consideration.

Notwithstanding IC 5-14-3-4(b)(12), a governing body may release and shall make available for inspection and copying in accordance with IC 5-14-3-3 identifying information concerning prospective appointees not initially excluded from further consideration. An initial exclusion of prospective appointees from further consideration may not reduce the number of prospective appointees to fewer than three (3) unless there are fewer than three (3) prospective appointees. Interviews of prospective appointees must be conducted at a meeting that is open to the public.

(11) To train school board members with an outside consultant about the performance of the role of the members as public officials.

The Superintendent shall attend all executive sessions except those which pertain to his or her contract or when mutually agreed upon. The Board or Superintendent may invite staff members or others to attend such sessions.