

## POWERS AND PHILOSOPHY

### 0121 Authority

The Port Washington-Saukville School District Board of Education exists for the purpose of providing a system of free, public education for children in grades PreKindergarten – 12. The School District shall be classified as a unified school district and the specific school district boundaries are on file in the Superintendent's Office located at 100 West Monroe Street, Port Washington, Wisconsin 53074. The Board shall oversee the operations of the District through Board Policy and within the parameters and authority as governed by the laws of the State of Wisconsin.

### 0122 Powers

The Board shall perform the specific duties and exercise the specific powers imposed upon unified school districts by state law. In addition, the Board may do all things reasonable to promote the cause of education, including establishing, providing, and improving school programs, functions, and activities for the benefit of students. The Board shall also authorize the development and promulgation of rules and guidelines by the Superintendent for the proper operation and management of the District, including the conduct of students while in school or enroute on school buses.

### 0123 Philosophy of the Board

A Board of Education is a legal entity for providing a system of public education within a geographic area of the State of Wisconsin. The system was created by, and is governed by, State statutes. Members of a Board are chosen by citizens to represent them and the State in the governance of the local schools.

The Board has the dual responsibility for implementing statutory requirements pertaining to public education and meeting the desires of residents. The Board membership consists of elected delegates to represent the public in the development of policy for the operation of the School District.

The Board believes that accountability is a shared responsibility with the public, with parents, students, and all those employed by the District to operate the schools.

It is the Board's intention to:

- A. maintain two-way communications with citizens of the District. The Board shall keep the public informed of the operations of the School District, and the citizens shall be

encouraged to bring their ideas and concerns about the District to the attention of this body.

- B. establish policies and make decisions on the basis of declared educational philosophy and goals.
- C. act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the Board of Education has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

Legal reference:

Chapters 118, 120 Wis. Stats.

Sections 115.01(3), 120.10, 120.12, 120.13, 120.40-120.44 Wis. Stats.

Cross reference:

Bylaw 0131.1 – Bylaws and Policies

Bylaw 0143 – Board Member Authority

Bylaw 0144.2 – Code of Ethical Conduct

Bylaw 0144.3 – Conflict of Interest

Policy 2105 – Mission and Philosophy of the District

Adopted: 6/18/01

Revised: 8/24/09

## FUNCTIONS

### 0131 Legislative

#### 0131.1 Bylaws and Policies

The Board of Education shall adopt bylaws and policies for the organization and operation of the Board and the District. Such policies are to include those needed to meet the education standards established by Wisconsin Statute.

Bylaws and policies shall be adopted, amended, or repealed by a majority vote of the Board. Suspension of the bylaws or policies will require a two-thirds (2/3's) vote of the Board members present.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All current bylaws and policies shall be available on the District website.

### 0132 Executive

#### 0132.1 Selection of Superintendent

The Board of Education shall exercise its executive power in part by hiring a Superintendent who shall help assure District compliance with laws, regulations, and the policies of the Board.

#### 0132.2 Administrative Guidelines

The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the District will be operated. These detailed arrangements shall constitute the administrative guidelines governing the schools which are consistent with Board policies and applicable legal requirements.

Such administrative guidelines shall be binding on the employees and the students of this District when issued.

The Board shall delegate authority to the Superintendent to take necessary action in circumstances not provided for in Board policy, and report such action to the Board.

Legal reference:  
Section 118.24 Wis. Stats.

Cross reference:  
Bylaw 0142.2 – Qualifications  
Bylaw 0142.3 – Term  
Bylaw 0142.4 – Oath  
Bylaw 0142.5 – Vacancies  
Bylaw 0146 – Student Representatives to the Board  
Policy 1230.01 – Development of Administrative Guidelines

Adopted: 6/18/01  
Revised: 8/24/09; 2/09/15

**SCHOOL BOARD LEGAL STATUS – MEMBERSHIP**

**0141 Number**

The Board of Education shall consist of nine (9) members representing appointed areas as follows:

- A. five (5) seats from the city of Port Washington
- B. two (2) from the village of Saukville
- C. one (1) from the town of Port Washington
- D. one (1) from the towns of Saukville and Grafton

**0142 Election / Appointment**

**0142.1 Electoral Process**

Members of the Board shall be elected annually in accordance with State election laws.

**0142.2 Qualifications**

An eligible elector of the School District is qualified to be a Board member. He/she must also reside in the area of appointment in which he/she is elected or appointed to represent, except as specifically authorized by law.

**0142.3 Term**

The regular term of office of Board members shall be for three (3) years, except as otherwise provided by law.

**0142.4 Oath**

Each newly-elected Board member shall file the oath of office with the Clerk and shall take an oral oath of office administered by the Clerk (or other authorized individuals).

**0142.5      Vacancies**

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A.     the death of the incumbent, or the incumbent's being found mentally incompetent by the proper court
- B.     the incumbent's resignation
- C.     the incumbent's removal from office
- D.     the incumbent's conviction of a felony or imprisonment for one or more years
- E.     the incumbent's election or appointment being declared void by a competent tribunal
- F.     the incumbent's neglect or failure to file the oath of office
- G.     the incumbent resides outside of the District or is absent from the District for a period exceeding sixty (60) days

A vacancy shall be filled by the remaining members of the Board in accordance with State statutes.

**0142.6      Filling a Board Vacancy**

The vacancy shall be filled by the remaining Board members using the following procedure:

- A.     The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and school newsletters.
- B.     All applicants are to submit a notice of their interest, in writing, to the Clerk or Deputy Clerk.
- C.     The Board may interview interested candidates to ascertain their qualifications.

- D. Appointment by the Board to fill a vacancy shall be by signed written ballot of a majority vote of the remaining members of the Board.

0142.7 Orientation

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to become familiar with the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures and expectations.

Each new Board member shall meet with the Board President and the Superintendent to discuss Board functions, policies, and procedures.

The Board shall encourage the attendance of each new Board member at orientation and appropriate training meetings.

0143 Board Member Authority

Individual members of the Board do not possess the powers that reside in the Board of Education. The Board speaks through its minutes and not through its individual members. An act of the Board shall be valid only through approval at an official Board meeting by at least a majority vote of the members present at the meeting who are elected to and serving on the Board.

No member of the Board shall be denied documents or information to which the Board member is legally entitled and which are required in the performance of their duties as a Board member.

0143.1 Public Expression of Board Members

The Board President functions as the official spokesperson for the Board.

Individual Board members may make public statements on school matters:

Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
  - 1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
  - 2. routine correspondence from the Superintendent and other Board employees
  - 3. routine "thank you" letters of the Board
  - 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
  - 5. personal statements not intended for publication
- B. Copies of this bylaw shall be available to local media.

## 0144 Operations

### 0144.1 Board Member Compensation and Expenses

Board members shall receive \$1200.00 per annum based on one (1) regularly scheduled Board meeting and one evening of committee meetings per month. Expenses of a Board member shall be reimbursed when incurred in the performance of the Board member's duties or in the performance of functions authorized by the Board and duly vouchered.

Financial compensation beyond the monthly stipend will be provided when additional meetings are attended in any given month or Board-designated functions. Compensation for those Board-authorized meetings and/or activities shall be at the rate of \$25.00 (less than two (2) hours) or \$50.00 (longer than two (2) hours).

On an annual basis during the Board's reorganization meeting, compensation and expenses will be reviewed.



The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Expenses will be reimbursed only for activities authorized by the Board.
- B. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- C. When attending a Board-approved conference, all fees, parking, mileage, travel, meals, and housing will be reimbursed.
- D. When the Board member attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, expenses will be reimbursed, and shall follow Administrative Guidelines.
- E. Entertainment expenses or purchases of alcoholic beverages are not reimbursable.
- F. A voucher detailing the amount and nature of each expense must be submitted within sixty (60) days after the expenses have been incurred.

0144.2      Absence

If a Board member is absent from two (2) consecutive regular Board meetings (meetings where the usual official Board action is taken) the Board President, or the Vice President, and Superintendent may meet with Board member to encourage regular participation in Board activities and responsibilities and the President may call a closed session as per SS19.85(1)(c) to request a review of the given Board member's priorities.

Similarly, should a Board member record four (4) nonconsecutive absences over a one (1) year period, the President may call for a closed session to permit a private review of the respective member's priorities. Furthermore, the member shall not receive compensation for the missed meetings and any future missed meetings as determined by the Board.

0144.3      Code of Ethical Conduct

Members of the Board are expected to uphold the laws and constitution of the United States and the State of Wisconsin and to support and operate under Board policy, bylaws and rules, and exhibit the highest ethical standards in serving the best interest of the District residents, students, and staff.

School Board members should:

- A.      recognize that Board members should act in what is, in their opinion, to be in the best interests of the students and the entire community;
- B.      recognize that the primary functions of the Board are policy making and evaluation, and not administrative;
- C.      work with other Board members to formulate the educational ideals, values, and goals of the community into policy and ensure that these are translated into actual practice by the Superintendent and staff;
- D.      act on matters after seeking and receiving pertinent information and after discussion by the full Board and the Superintendent;
- E.      refrain from making disparaging remarks in public about school personnel or other Board members;
- F.      recognize that authority to act rests with the entire Board and that business shall be transacted only in official meetings, except as otherwise provided by law or directed by the Board;
- G.      refrain from making commitments to individuals or organizations on behalf; or representing the opinion of the entire Board;
- H.      recognize that Board members shall not interfere with the school administration as individuals or undermine the administrative, teaching, secretarial, or custodial staff by using their elective office to force ideas on the personnel of the School District;
- I.      recognize that Board actions remain in effect until modified even though a Board member may not have individually supported a motion; all Board members should support the action of the majority;

- J. require meetings of the Board to be conducted on the basis of a planned agenda prepared by the Superintendent after consultation with the Board President. If possible, items to be placed on the agenda should be submitted in ample time so information concerning the subject may be compiled;
- K. keep the Superintendent and fellow Board members advised of community reaction to the school district programs;
- L. listen courteously to questions and comments and refer these to the Superintendent or school principals. Refer personal requests and concerns by employees directly to the Superintendent in accordance with Board policies;
- M. act on the selection, assignment, transfer, promotion, demotion, or dismissal of school personnel only after submission of a recommendation by the Superintendent;
- N. participate in Board inservice programs to become familiar with issues to best represent the District;
- O. encourage open and frank discussions of all Board members with the Superintendent in closed sessions related to the purpose for closed session and keep confidential all information discussed in those sessions;
- P. not solicit or receive anything of value that would influence official votes, official actions, or judgments;
- Q. not use or attempt to use their positions to influence or gain unlawful benefits, advantages, or privileges for themselves or others;
- R. encourage the release of adequate information for the community concerning the school program.

0144.4

Conflict of Interest

Board members shall perform their official duties free from conflict of interest in accordance with state statutes:

- A. Board members shall not use their position as a Board member to obtain financial gain for themselves, their immediate family, or any organization with which they are associated;
- B. Board members shall not engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with their duties and responsibilities in the school system and as a public officer;
- C. When a member of the Board determines that the possibility of a personal interest conflict exists, the member shall abstain from participation in both the discussion of the matter and the vote thereon.
- D. Board members will not participate in discussions or vote on the employment of relatives' advancement, compensation, or performance evaluation.
- E. Or any other issues which come to the Board where the Board member may have a pecuniary interest.

When a topic is discussed or a vote is taken, issues that may compromise or cause possible questions regarding an individual's interest or ethics, may be best addressed through abstention.

## 0145 Student Representatives to the School Board

The Board of Education, in an effort to encourage and maintain open communication with the student body, does establish the position of student representatives to the Board.

- A. The role of these students is to represent the student body in a positive manner where deemed appropriate in matters of the school district.
- B. The student representatives shall be elected by the Student Council, act as liaisons between the student body and the Board, and report back to the Student Council at its meetings.
- C. If the Student Council wishes to bring an item to the Board, the item must be reviewed with the school principal prior to the Board meeting. The principal will make a determination if the issue should first be addressed within the building, go before the Administrative Council, or to the Superintendent for possible placement on the Board agenda.

- D. Student representatives will not be allowed to be present during closed sessions.
- E. The Student Council Advisor will provide orientation to students with assistance of the Superintendent prior to attending the first School Board meeting.

0145.1 Representation

Two (2) or three (3) students representing the freshman, sophomore, junior, and senior classes of Port Washington High School, following election, will be invited to sit with the Board in its deliberations.

0145.2 Status of Student Membership

The two (2) or three (3) student representatives are welcome to attend all open Board meetings, will receive all non-confidential materials sent to the Board members, and may speak when recognized. They are not to vote or make motions. Student representatives are encouraged to stay for the entire School Board meeting.

0145.3 Election and Term of Office

Election to the Board would be conducted at the same time as the Student Council election in the spring for upperclassmen (sophomores-seniors) and in the fall for incoming freshman. The term of office shall be for one (1) school year. The Student Council Advisor and Superintendent are responsible for student orientation and preparation.

Legal reference:

Sections 6.02, 6.03, 8.21, 17.03, 17.035, 17.17(5), 17.26, 19.01, 19.41, 19.59, 19.85, 120.05(1)(d), 120.06, 120.10(3), 120.10(4), 120.13(16), 120.13(32), 120.17(10), 120.42, 120.42(2), 120.42(3), 120.43(3), 120.44(2) 887.01, 946.10, 946.12, 946.13 Wis. Stats.

Cross reference:

Bylaw 0131.1 – Bylaws and Policies  
Bylaw 0152 – Committees  
Bylaw 0161 – Rules of Order  
Bylaw 0163 – Presiding Officer  
Bylaw 0164.1 – Regular Meetings  
Bylaw 0164.2 – Special Meetings  
Bylaw 0166 – Agenda  
Bylaw 0167.2 – Closed Session  
Bylaw 0171.1 – President  
Bylaw 0171.2 – Vice President  
Bylaw 0171.3 – Clerk

Bylaw 0171.4 - Treasurer  
Bylaw 0175.1 – School Board Conferences  
Policy 1210 – Board-Superintendent Relationship  
Policy 1230 – Responsibilities of the Superintendent  
Policy 1230.01 – Development of Administrative Guidelines  
Policy 3112 – Board-Staff Communications  
Policy 3120 – Employment of Professional Staff  
Policy 4120 – Employment of Support Staff  
Policy 9120 – School-Community Relations  
Policy 9130 – Public Complaints

Revised: 10/10/05; 8/24/09; 2/09/15

## ORGANIZATION

### 0151 Officers

The Board shall elect, from among its members, a President, Vice-President, Treasurer, and a Clerk. Also, the Board shall elect a Secretary, who need not be a member of the Board. Such election shall occur annually on or within thirty (30) days after the fourth (4th) Monday in April.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for a term of one (1) year

### 0152 Committees

The Board of Education may meet at any time as a committee of the whole providing that proper notice has been given. The agenda shall be limited to discussion and committee action on the topic(s) in the announcement.

#### 0152.1 Standing and Special Committees

Standing committees may be appointed by the President at the Board's annual organizational meeting, subject to Board approval. Committee members shall serve for one year unless reappointed. The President may also appoint special committees as deemed necessary. Special committees shall be discharged upon completion of their assignments.

The President and the Superintendent shall be ex-officio members of all committees and shall be notified of all meetings.

Meetings of the standing committees of the Board will typically be held on the fourth Monday of the month. Other special meetings may be called by the chairperson of the committee.

Each committee shall select a chairperson and vice chairperson during the first committee meeting after the Board's annual organizational meeting. It shall be the chairperson's responsibility to call committee meetings to order and to give committee updates at the next regular meeting of the full Board.

Proper notification of all committee meetings shall be made by the Board President or by the Superintendent. All committee meetings are open to the public, except when authorized by law to be closed.

The following shall be standing committees of the Board:

- A. Building and Grounds – responsible for reporting and making recommendations to the Board regarding repairs, alterations, and improvements of school property.
- B. Extracurricular Programs – responsible for reviewing extracurricular issues and programs and making recommendations to the Board when necessary.
- C. Finance – responsible for the review, analysis, and recommendation of the District budget.
- D. Personnel and Programs – responsible for reporting and making recommendations to the Board regarding personnel issues, planning, and staffing patterns along with programs, student achievement, and instructional issues.
- E. Policy – responsible for the ongoing review of Board policy and for recommending new and revised policies to the full Board.

Legal reference:

Sections 17.13(1), 19.84, 19.85, 120.43 Wis. Stats.

Cross reference:

Bylaw 0165 – Notice

Bylaw 0167.2 – Closed Session

Bylaw 0171.1 – President

Bylaw 0172.2 – Vice President

Bylaw 0171.3 – Clerk

Bylaw 0171.4 – Treasurer

Revised: 7/15/02; 8/11/03; 9/11/06; 8/24/09



## MEETINGS

### 0161 Rules of Order

The parliamentary authority governing the Board of Education shall be guided by Robert's Rules of Order, Newly Revised, as defined in Chapter XVI, "Boards and Committees" so long as it is not inconsistent with statute, administrative code, or these bylaws.

### 0162 Quorum

Five (5) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

### 0163 Presiding Officer

The President shall preside at all meetings of the Board. In the absence, of the President or his/her inability to act, the Vice-President shall act instead. If neither person is available, any member shall be designated by a plurality of those present to preside at the meeting.

### 0164 Call

#### 0164.1 Regular Meetings

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

The Superintendent and those administrators directed by the Superintendent shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation – as distinct from Board members, deliberation, debate, and voting.

#### 0164.2 Special Meetings

Special meetings of the Board may be called by the President or upon the filing of a written request with the Clerk signed by a majority of the School Board members.

### 0165 Notice

#### 0165.1 Regular Meetings

Public notice of all meetings shall be given pursuant to statute. The Board shall post at the Board office and in other locations considered appropriate by the Board, a notice listing the date, time, place, and subject matter of each regularly-scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. The notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

The notice shall also contain the following statement:

"Upon request to the Superintendent, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in alternative format for a disabled person to be able to attend this meeting."

The notice shall be given to the Ozaukee Press and, upon the written request, to an individual, organization, firm, or corporation. The news media shall be entitled to receive, at their request, copies of, such notices free of charge.

## 0165.2 Change of Regular Meetings Notice

If the Board changes the date, time, or place of a regularly-scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted on the front door of the Administrative Office Building and such places as the Board may determine. Said notice shall be posted at least twenty-four (24) hours before the rescheduled meeting, unless for good cause at least two (2) hours prior to the meeting.

## 0165.3 Special Meetings Notice

Special Board meeting notices shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the District. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the Board office and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board by personal delivery to the member's residence or by first-class mail at least twenty-four (24) hours prior to the meeting. A special

meeting may be held without prior Board member notice if all Board members are present and consent.

## 0166 Agenda

The Superintendent, after consultation with the School Board President, shall prepare and submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President. Each regular Board meeting agenda will provide a time for public participation during the meeting as indicated in the agenda.

The agenda for each regular meeting shall be mailed, delivered, or sent via email to each Board member so as to provide proper time for the member to study the agenda. Generally, each Board member shall receive the agenda at least three (3) days prior to the meeting. The agenda for a special meeting shall be emailed or delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered by a majority vote of the members present. The Board shall not discuss or act upon any item of business not included on the noticed agenda. The Board may discuss matters raised by the public during the public participation portion of the meeting, provided such period of public comment was included on the meeting agenda notice.

### 0166.1 Consent Agenda

The Board of Education may use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board.

- A. minutes of prior meetings
- B. bills for payment
- C. resolutions and actions that require annual adoption, such as bank depositories

A member of the Board may request any item to be removed from the consent agenda 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 it to be relocated-as an action item eligible for discussion. Any item on the consent agenda may be removed 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.

0167 Conduct

0167.1 Voting

All regular and special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless a quorum of the Board is present and approved at a meeting of the Board by a majority vote of that quorum serving on the Board, and a proper record made of the vote. Meetings of the Board shall be public and no person shall be denied admission.

Any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member of the Board may request a roll call vote.

0167.2 Closed Session

All meetings of the Board and its committees will be open to the public except that such meetings may be convened in closed session for specific purposes outlined in state law.

Each closed session requires a majority roll call vote of the Board members present.

The presiding officer shall announce the nature of the closed session and the specific section of the law that allows for the closed session.

No business other than that stated in the public notice may be conducted at a closed session. The Board may not reconvene its regular or special meeting after a closed session, within twelve (12) hours, unless public notice of the

reconvened meeting was part of the public notice of its regular or special meeting.

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose to anyone the content of discussions that take place during such sessions.

### 0167.3 Public Participation at Board Meetings

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters. Any person may request of the Superintendent or Board President that an item be placed on the agenda prior to official posting. The request shall include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and may state rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. All individuals who comment during the public comment period are reminded that the information provided this evening is intended to provide information to the Board so that it can fulfill its role. In that vein, all parties are reminded that all information offered be truthful and honest. False statements or stigmatizing charges may subject the individual making such statements to legal repercussions, including, but not limited to, defamation claims.
- B. Comments that identify students shall be subject to the Wisconsin pupil records law and FERPA. As such, student information that is not directory data as designated by the board, for example individual

student behavioral or progress records, shall not be discussed in this forum. Comments that identify personnel are subject to the applicable personnel records state statutes. The Board may inform the speaker that his/her comments are not permitted if in the opinion of the Board it is not subject to release under the above applicable standards.

- C. Public participation may be permitted as indicated on the order of business, before the Board takes official action on any issue of substance, or at the discretion of the presiding officer.
- D. Attendees may register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- E. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and address.
- F. Each statement made by a participant may be limited to three (3) minutes duration.
- G. Participants may speak more than once on the same topic if all others who wish to speak on that topic have been heard.
- H. Participants shall direct all comments to the Board, not to individual Board members.
- I. The presiding officer may:
  - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - 2. request any individual to leave the meeting when that person does not observe reasonable decorum.
- J. Tape or video recordings are permitted, providing the person operating the recorder has contacted the Superintendent prior to the Board meeting to review possible placement of the equipment, and agrees to abide by the following conditions:

1. no obstructions are created between the Board and the audience.
2. no interviews are conducted in the meeting room while the Board is in session.
3. no commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

0167.4 Board Internet and Computer Use

Refer to Board Policy 3900.

**0168 Board Minutes**

The Clerk, or a temporary clerk appointed by the presiding officer, shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. The minutes shall also show action taken and if requested, remarks of Board members, administration, and/or citizens present. These minutes must be approved by the Board and endorsed by the Clerk at the next regular meeting. The minutes shall include all votes taken at the meeting.

Proceedings of each meeting shall be published as a Class 1 notice within forty-five (45) days of the meeting. There will also be a detailed record of all receipts and expenditures available for inspection at each regular Board meeting and upon written request.

The minutes shall be available for inspection at the Superintendent's office and posted on the District website after approved by the Board.

The official minutes shall be bound together by years and kept in the office of the Board of Education.

Minutes of the preceding meetings shall be approved by the Board at its next regular meeting.

**Legal reference:**

Sections 19.21, 19.36(10), 19.81, 19.83, 19.83(2), 19.84, 19.85, 19.88, 19.9065.90(5), 118.22(2), 118.24(6), 120.11, 120.11(4), 120.11(1), 120.11(2), 120.17(3), 120.43, 120.43(4), 120.44(2), Wis. Stats.

**Cross reference:**

Bylaw 0131.1 – Bylaws and Policies

Bylaw 0144.2 – Absence

Bylaw 0144.3 – Code of Ethical Conduct

Bylaw 0152 – Committees  
Bylaw 0171.1 – President  
Bylaw 0171.2 – Vice President  
Bylaw 0171.3 - Clerk  
Board Policy 8310 – Public Records

Revised 12/13/04; 8/24/09; 2/09/15



## DUTIES

### 0171 Officers

#### 0171.1 President

The President of the Board of Education shall:

- A. act as chairperson at meetings of the Board and ensure that minutes of meetings are properly recorded, approved, and signed;
- B. countersign all checks, share drafts, or other drafts for disbursement of District funds;
- C. defend on behalf of the District all actions brought against it;
- D. prosecute actions brought by the District and an action for the recovery of any forfeiture incurred under Chapters 115 and 121 in which the District has an interest;
- E. perform other duties appropriate to the office of the President under 120.15, Wis. Stats.

#### 0171.2 Vice-President

The Vice-President of the Board of Education shall act as chairperson of the school board meeting by:

- A. presiding at meetings of the Board when the President is not able to attend;
- B. performing other duties appropriate to the office of Vice-President as the Board determines;
- C. in case of a vacancy in the office of President, succeeding to the office of President for the balance of the unexpired term.

0171.3 Clerk

The Clerk of the Board of Education shall cause these duties to be performed:

- A. act as clerk and record the proceedings of all meetings of the Board;
- B. enter the proceedings of the Board in proper record books;
- C. enter in the record book copies of all Clerk's reports sent to municipal clerks;
- D. draw and record orders on the Treasurer as directed by the Board;
- E. be the chief election officer of the District with authority to report the name and post-office address of each Board member, within ten (10) days after the Board member's election or appointment, to the clerk and treasurer;
- F. perform other duties as prescribed by law or the Board.

0171.4 Treasurer

The Treasurer of the Board of Education shall cause these duties to be performed:

- A. apply for, receive, and sue for all money appropriated to or collected for the District and disburse the same in accordance with law;
- B. enter in the account books all money received and disbursed and specify the source of the funds and the person to whom funds were paid and the object of the payment;
- C. immediately upon receipt, deposit District funds in the District's name in a public depository designated by the Board;
- D. present at the budget hearing a written statement of all money received and dispersed by the District in the preceding year;
- E. perform other duties prescribed by statute or by the Board. 120.16, 66.042, Wis. Stats.

**0172 Legal Counsel**

The Board of Education shall annually appoint a law firm to represent the School District or Board in actions brought for or against the District and to render other legal services for the welfare of the School District.

**0173 Certified Public Accountant**

The certified public accountant, appointed by the Board of Education, shall:

- A. examine the balance sheet of the District at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;
- B. conduct such examination in accordance with generally-accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances;
- C. render an opinion of the financial statements prepared at the close of the fiscal year;
- D. make such recommendations to the Board of Education concerning its accounting records, procedures, and related activities as may appear necessary or desirable;
- E. perform such other related services as may be requested by the Board.

**0174 School District Reports**

**0174.1 Annual Report**

The Board of Education Clerk shall file with the Department of Public Instruction (publish) an annual school district report by September 1st in the format prescribed by the Department of Public Instruction as required by law.

**0174.2 School Performance Report**

The School Performance Report is summarized on the School Report Card, which shall be posted on the District website with a link to more detailed data on the Wisconsin Department of Public Instruction's website.

**0174.3 Other Reports**

In addition, the Board shall publish other reports it deems necessary to keep the community and government authorities adequately informed about the operation of the District.

**0175 Association Memberships**

The Board of Education may maintain membership in the National School Boards Association and Wisconsin Association of School Boards and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and District personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

**0175.1 School Board Conferences, Conventions, and Workshops**

The Board of Education recognizes the value of membership and attendance at conferences and meetings. Each Board member is expected to report back to the Board after attending a conference at District expense.

The Board shall pay any attendance fee and shall reimburse attending Board members for travel outside the District and for other necessary expenses associated with this travel in accordance with expense reimbursement rates and procedures for District staff members. The Board shall pay no expenses for the spouse of any Board Member.

Board members interested in attending shall make their requests known in a timely manner in accordance with the requirements stated below.

**A. Representative to the WASB Delegate Assembly**

Annually, the Board shall select one (1) of its members to represent the School Board at the WASB Delegate Assembly. Issues coming before the assembly shall be discussed in open session prior to the meeting.

**B. Special Situations**

Board members registered for a national conference during an election year who are not re-elected and are not representing the District as a presenter or who resign their position prior to the conference:

1. shall seek a replacement registrant by offering the registration to another Board member;
2. shall cancel if possible, and pay for nonrefundable expenditures;
3. may attend the conference at personal expense.

**C. National School Board Conventions, Out-of State Conferences or Workshops**

Board members who desire to attend the National School Board Conference shall make their requests known at or prior to the regular January Board meeting. Should a Board member choose to attend an out-of-state conference or workshop, the request shall be approved by the Board at least thirty (30) days prior to the scheduled conference. The maximum amount to be designated to cover approved expenses for any Board member will be \$1,500, exclusive of the registration and tuition fees.

**0175.2 Board Recognition**

Board members exiting their positions shall be recognized in relation to their years of service as follows:

- Level I Award:** In recognition for service for less than a full term of three (3) years the Board member will receive a plaque from the Board and a certificate from WASB.
- Level II Award:** In recognition for service of three (3) years to less than nine (9) years the Board member will receive a plaque from the Board, a certificate from WASB, and a gift as determined by the Board President and the Superintendent.
- Level III Award:** In recognition for service for three (3) terms or more (nine (9) or more years) the Board member will receive a plaque

from the Board, a certificate from WASB, a gift as determined by the Board President and the Superintendent, and a school bell.

The Board or designee shall annually recommend recipients and proposed awards.

The President's gavel shall be awarded to the exiting president at the end of the Board President's term of office.

The Wisconsin Association of School Boards, Inc. "Certificate of Commendation" will also be awarded to each exiting Board member.

Legal reference:

Sections 115.38(2), 120.13(16), 120.13(32), 120.14, 120.15, 120.16, 120.17, 120.18, 120.42, 120.43(2), 120.44, 120.44(2), 121.02(1)(o), 121.05 Wis. Stats.  
No Child Left Behind Act of 2001

Cross reference:

Bylaw 0144.1 – Board Member Compensation and Expenses  
Bylaw 0151 – Officers  
Bylaw 0163 – Presiding Officer  
Bylaw 0168 – Minutes

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