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BOARD OF EDUCATION

- A. The Board of Education is the legally constituted authority for the management and in the District control of the schools. It is the duty and responsibility of the Board to provide a program of education for the people of the District.
- B. In carrying out this responsibility, the Board shall adopt policies for the management and control of the school system and exercise legislative and judicial functions.
- C. It is the policy and understanding of the Board of Education the laws of Wisconsin assign powers and duties (Sec. 120.12 and 120.13) to the Board as a whole. As an individual, a Board member has no authority to speak or act for the Board unless specifically authorized to do so.

ADOPTED: 8/4/68

BOARD RESPONSIBILITIES

The major responsibility of the Board of Education shall be policy-making in nature. The Board shall formulate and adopt board policies regarding the employment of personnel, educational programs, and instructional material, physical plant and equipment, finances, and public relations.

The Board shall employ a superintendent as its professional advisor and properly delegate to him/her the authority and responsibility to execute its policy, enforce its rules and regulations, and administer the schools. The Board exercises its supervision primarily through the superintendent and does not deal with individual subordinate staff members on specific problems.

The Board shall develop, in coordination with the administration, sound, realistic budgets. Upon approval of the budget, the Board shall provide the financial resources necessary for executing its policy.

The Board shall continuously evaluate the effects of its policies and the manner of their execution.

The Board shall annually adopt District Goals.

The Board shall annually evaluate its own effectiveness.

The Board shall undertake any other responsibilities mandated by state and federal legislation.

ADOPTED: 4/8/68

REVISED: 4/17/89

REVISED: 10/17/96

READOPTED: 11/21/96

BOARD EVALUATION

The West De Pere School Board recognizes the need for self-evaluation. Self-evaluation is essential to continual improvement and the successful delivery of the Board's governance responsibilities.

The Board will establish a process and an evaluation instrument to assess its own performance. The evaluation instrument will include both a Board evaluation and a self-evaluation by each member. The Board, at its discretion may have others use the instrument to rate the Board. A rating scale will be used with the Board evaluation.

Priorities for improvement will be established from the tabulated results of the evaluation. Attention to specific Board behaviors and decisions that assist in fulfilling its responsibility will be reviewed to ensure that the work of the Board promotes the district's mission.

Evaluation will take place each February.

CROSS REFERENCE: 8116 - School Board Evaluation System
 8116 (E2) - Board Member Self-evaluation

ADOPTED: 4/17/89

REVISED: 11/15/90

REVISED: 1/13/03

READOPTED: 2/17/03

SCHOOL DISTRICT OF WEST DE PERE
SCHOOL BOARD EVALUATION SYSTEM

8116

The Board evaluation will be completed in the following areas:

- A. District Mission/Board Goals
- B. School Board Meeting
- C. Policy and Planning
- D. Board and Superintendent
- E. School Program
- F. School Community Relations
- G. Finance
- H. Personnel Relations

Each question should be answered honestly and checks should be placed in the appropriate boxes which best describe the board's present operation. If a board member is unsure of an evaluation item, a check should be used in the "Need to Observe" box.

The individual evaluations will be tabulated on a scoresheet and the Board will review all areas in which results of the tally indicate improvement is needed.

Progress towards annual goals will also be discussed and reviewed during this evaluation session.

Any items cited with less than adequate will require further consideration for board goal development.

CROSS REFERENCE: 8115 - Board Evaluation
 8116 (E2) - Board Member Self-evaluation

ADOPTED: 4/17/89

REVISED: 11/15/90

REVISED: 1/13/03

READOPTED: 2/17/03

SCHOOL BOARD EVALUATION FORM

Use the following rating scale and check the appropriate box:

- 1 - Excellent
- 2 - Meets Expectations
- 3 - Improvement Needed (must include explanation)
- N - Need to Observe

Comments can also be written below each statement.

<u>A. DISTRICT MISSION/BOARD GOALS</u>	1	2	3	N
1. The board goals are focused on improving student achievement.				
2. The district has a clearly stated and lived vision and mission.				
3. The board has engaged in the necessary activities to accomplish its goals for the year.				
4. The board implements an ongoing planning process.				
<u>B. SCHOOL BOARD MEETING</u>	1	2	3	N
1. The board projects a positive and courteous attitude and image to all present.				
2. The board builds trust through open and direct communication.				
3. The board models character and integrity in the performance of duties and responsibilities.				
4. The board establishes and maintains a high level of honesty, credibility, truthfulness, and avoids conflicts of interest.				
5. The board has specific policies which govern the development of the board agenda, the formal meeting procedure, including the hearing of delegations and citizens.				

B. School Board Meeting con't.	1	2	3	N
6. Meetings are scheduled at regular times and locations, with sufficient notice to encourage participation of board members, employees, press, and community.				
7. The Superintendent and board chairman prepare the agenda and back-up materials. The materials are received prior to the meeting with sufficient time for individual study and preparation.				
8. The board chairman begins meetings on time, provides orderly procedures, clarifies agenda items, and summarizes discussions and motions before a vote is taken.				
9. School board meetings discuss items related to the educational program and the priority of student achievement, with professional staff invited to address the board on programs of interest.				
10. Policy adoption, or items which are complex, controversial, or new issues, are first listed for discussion with action requested at future meetings.				
11. The board uses its time to devote to matters pertaining to policy, planning and evaluation and does not needlessly use time discussing administrative matters.				
12. Board members exchange ideas in an honest issue-oriented debate and abide by decisions made by the board as a whole.				
13. After the meetings, new releases are given to the media and report of the meeting is provided to the staff.				
14. Visitors to board meetings are made to feel welcome and provided information.				
15. The board promotes mutual respect by encouraging open minded exchange of ideas and opinions in a conscientious, courteous manner.				

	1	2	3	N
<p><u>C. POLICY AND PLANNING</u></p>				
<p>1. The board maintains a comprehensive, codified, and up-to-date policy manual. The board keeps as a focus, the district mission and uses achievement data when making decisions.</p>				
<p>2. The board involves staff, students, and community when necessary.</p>				
<p>3. The board receives policy recommendations from the Superintendent and does not adopt policies without a thorough study and a first and second reading at board meetings.</p>				
<p>4. Policies are reviewed and updated on an on-going basis for need and effectiveness. Additions/deletions are made to conform to current laws, trends, and issues.</p>				
<p>5. The board adopts policies based on what is best for the students and assigns implementation and evaluation of policy to the administrative staff.</p>				
<p>6. The board guides and supports policy decision making and avoids micro-managing the operation of the school district.</p>				
<p>7. The policy manual contains the school system's Mission and Belief Statements, philosophy of education, and a process for long-and short-range planning, including the development of system wide goals and objectives.</p>				
<p>8. The district has a clearly stated and lived vision and mission.</p>				
<p>9. District goals are focused on improving student achievement.</p>				
<p>10. The board is actively involved in the goal setting process.</p>				
<p>11. The board has engaged in the necessary activities to accomplish its goals for the year.</p>				

<u>C. POLICY AND PLANNING con't.</u>	1	2	3	N
12. The board supports positively the pursuing of established district goals.				
13. The board implements an ongoing planning process.				
14. The Board is actively involved in the evaluation of goals.				
15. The Board responds effectively and timely to outcomes of the goals process.				
16. The Board honors national, state, and local laws and regulations.				
<u>D. THE BOARD AND THE SUPERINTENDENT</u>	1	2	3	N
1. The board provides comparable compensation for the highest level administrative position in the school system.				
2. Budgetary provision is made and encouragement is given for the professional growth of the Superintendent.				
3. The board has an annual, systematic process for the evaluation of the Superintendent and job description.				
4. Areas of controversy and conflict are discussed openly with the Superintendent. The board and Superintendent disagree agreeably.				
5. The Superintendent recognizes the governance duties which belong to the board; the board recognizes the administrative duties which belong to the administrator.				
6. The board directs communication and questions concerning the school system to the Superintendent and not to other administrative personnel, unless requested to do so by the Superintendent.				
7. A working relationship of mutual trust, respect, and honesty exists between the board and Superintendent. Criticism of either is done in private.				
8. The board and Superintendent keep each other informed of current issues and no surprises occur at board meetings.				

<u>D. THE BOARD AND THE SUPERINTENDENT con't.</u>	1	2	3	N
9. The Superintendent and Board provide an operational program to acquaint new school board members with essential information needed to carry out their duties.				
10. The Superintendent and administrative staff continually update board members on new and current progress and operations of the school system.				
11. Inservice activities are provided in the school budget and are made available to school board members.				
12. Resources of related organizations (DPI, WASB, WASDA) are utilized when information is of value to school board members.				
<u>E. THE SCHOOL PROGRAM</u>	1	2	3	N
1. The board of education is continually made aware of the curriculum, organizational, and personnel requirements of DPI and State of Wisconsin Statutes.				
2. The professional staff--and community, when appropriate--are actively involved in developing the curriculum of the school system.				
3. The board has an established process, defined in policy, for the evaluation of the curriculum and receives reports on the instructional program from the school staff and uses achievement data when making decisions.				
4. Curriculum decisions are based upon what is best for students with the priority being student achievement and not upon pressure from special interest groups.				
5. The board attempts to keep up-to-date on the school program by attendance at workshops and reading of professional journals and books.				
6. An effective staff development and inservice program, focusing on the improvement of instruction, is in operation.				
7. The board provides adequate physical facilities for the school program.				

<u>F. SCHOOL-COMMUNITY RELATIONS</u>	1	2	3	N
1. The board projects a positive and courteous attitude and image to the staff, students, and community.				
2. The board has adopted a comprehensive school-community relations policy which authorizes an official spokesman for the board. Selected school personnel are assigned to release information and to communicate school activities, programs, and items of interest to the public.				
3. The board promotes community partnerships to enhance learning and achievement.				
4. Citizens participation in the schools is encouraged and citizen advisory committees are utilized, when appropriate.				
5. The board policies facilitate parent and community engagement.				
6. Media coverage is encouraged at board meetings and information concerning school programs and operations is routinely disseminated to the media.				
7. The board provides support and is involved with the PTO, various community groups, and other elected officials and advocates for students with local, state, and federal policymakers.				
8. Board members base decisions on what is best for the entire community and do not represent special districts or special interests group.				
<u>G. FINANCE</u>	1	2	3	N
1. The board has policies which insure efficient methods for purchasing of supplies and equipment for proper bookkeeping procedures, for adequate insurance coverage, and for investing of school funds.				
2. The board is aware of the financial base of the community, provides the best educational program from available funds, and ensures that the budget is based on achievement priorities.				

<u>G. FINANCE con't.</u>	1	2	3	N
3. The board requires the administration to actively seek alternative funding sources such as federal title money, JTPA, and research grants and promotes the alignment of resources to promote district initiatives.				
4. The community is kept aware of the financial status of the school system, and the board seeks and secures additional funding, when needed.				
5. Long-range financial planning considers building site, functional uses of school buildings, and equipment, furniture, and plant maintenance.				
<u>H. PERSONNEL RELATIONS</u>	1	2	3	N
1. The board maintains a harmonious and working relationship with employees of the school system through a communication system that focuses on improving learning and achievement.				
2. The board solicits the Superintendent's recommendation in the employment, non-renewal, and dismissal of school employees.				
3. Personnel policies provide clear guidelines for employment, employee grievances, and employee benefits.				
4. An effective evaluation system is in use for all employees, including the Administrative staff.				
5. A staff development program provides assistance in improving instructional practices and for employees professional growth experiences.				
6. The board provides comparable salaries for their employees.				
7. The board maintains a professional climate with staff, characterized by mutual respect, including in times of controversy.				
8. The board provides feedback and evaluation to the Superintendent through regular communication and through the formal review process.				

adopted 11/15/90
revised 8/19/93, 3/17/94, 9/21/95, 2/17/03, 5/11/10, 2/20/13
revised: 3/18/15

readopted: 4/16/15

BOARD MEMBER SELF-EVALUATION

YES	NEED TO IMPROVE
_____	1. I project a positive and courteous attitude and image to the staff, students, and community.
_____	2. I possess and demonstrate strong interpersonal communication skills.
_____	3. I familiarize myself with school policies and laws which are important for meetings.
_____	4. I attend all school board meetings.
_____	5. I read the agenda and supporting material prior to the board meeting.
_____	6. I reserve all decisions on matters until the board is in session.
_____	7. I keep personal matters personal and discuss non-related concerns at appropriate times and places.
_____	8. I model character and integrity in the performance of my duties and responsibilities.
_____	9. I maintain a high level of honesty, credibility, and truthfulness and avoid conflicts of interest.
_____	10. I promote mutual respect by encouraging open minded exchanges of ideas and opinions in a conscientious, courteous manner.
_____	11. I will direct questions to the Superintendent when contacted by a district resident.
_____	12. I attend workshops and meetings.
_____	13. I read school publications sent to my home.
_____	14. I visit schools within the district.
_____	15. I am informed about community feelings toward the schools.
_____	16. I take every opportunity to talk, write or make personal contacts and tell people about their schools.
_____	17. I respect the Superintendent's office and refrain from unwarranted interferences in the administrators affairs.
_____	18. I believe in long range planning and recognize changing trends change school needs.
_____	19. I know that I have no authority as a board member except when the board is legally in session.
_____	20. I take part in board inservice and orientation programs.
_____	21. Even though I may disagree I support publically positions taken by the whole board.
_____	22. I work toward mutual trust between board members and administration and keep criticism of either to private sessions.
_____	23. I recognize that governance and policy duties belong to the board, and administrative duties belong to the Superintendent.
_____	24. I support budgetary provision and encourage the professional growth of the Superintendent.
_____	25. I support strong professional growth programs for all school staff.
_____	26. I attend PTO, concerts, plays, athletic contests and other school events.
_____	27. I am familiar with the budgeting process of the district.
_____	28. I am familiar with the curriculum and graduation requirements of the district.

Comments: (areas I need more assistance with)

DISTRICT GOALS DEVELOPMENT

In pursuit of developing and maintaining quality educational programs, the Board believes that goals must be developed. The Board shall annually establish and prioritize goals, and use such goals for the purpose of evaluating the Board, Administration, and Staff regarding performance and progress.

Prior to the beginning of each school year, the Board shall develop new goals. The Board will, through the policy committee, monitor the progress of such goals throughout the year.

The Board will report to the public regarding the district goals. Such reporting will be in an open and forthright manner, and public comment will be invited. This information will be reported as required by the state.

ADOPTED: 4/17/89

REVISED: 4/14/03

READOPTED: 5/19/03

reviewed: 2/20/19

SCHOOL DISTRICT OF WEST DE PERE
2018-2019 GOALS

8121

DISTRICT GOALS

- I. Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.
- II. Continue decision-making processes to prepare the district for overall district growth.

WESTWOOD ELEMENTARY SCHOOL

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

By the 2020-21 school year, Westwood will reduce the percentage of students scoring 'below basic' on both sections (Math and ELA) of the Forward Exam by 50%. In 2017-18 that percentage stood at 9.1%.

HEMLOCK CREEK ELEMENTARY SCHOOL

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

- 1) *By the end of the 2018-2019 year, 100% of students new to HC will participate in a new student program.*
- 2) *By the 2022-23 school year, no more than 25% of students at Hemlock Creek will score below proficient on the math portion of the state-mandated summative test.*

WEST DE PERE MIDDLE SCHOOL

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

We will leverage relationship building to increase scores on the WI Forward exam so that 10% fewer ECD students score below basic in both math and ELA by the year 2019 as compared to the 2018 results.

WEST DE PERE HIGH SCHOOL

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

The average ACT reading score at WDPHS will be in the top 5 of all CESA 7 schools by 2020.

BOARD COMMITTEES

The Board may delegate portions of its exploratory, fact-finding, and preliminary work to committees. These are advisory, however, and have no power to take action whatsoever, or to commit the Board or district to any course of action, except as specifically directed by the Board.

It shall be the duty of the president of the Board to appoint all committees, on an annual basis, except when the Board itself may decide otherwise. Each committee shall have a chairperson selected by the Board President. It shall be the duty of the chairperson to give public notice and convene the committee, and in the chairperson's absence or inability to act, the second named shall replace and perform the duties of the office.

All Board committees shall adhere to the open meeting law and post meeting agendas with proper notice. Committees will generally operate in open session, but may convene in closed session as prescribed by statute.

FIRST READING: 10/20/88

ADOPTED: 11/17/88

SCHOOL DISTRICT OF WEST DE PERE

8130(E)

BOARD COMMITTEES

5/18

Budget Review

Jenni Fuss (Chair)

Joe Bergner

Policy & Curriculum

Scott Borley (Chair)

Jenni Fuss

CITIZENS ADVISORY COMMITTEES

Advisory committees should be appointed only when there is a definite function to be performed, and this function should be indicated to the committee in writing when it is appointed.

Advisory committees should be appointed primarily to advise the Board. In general, individual members of such committees shall not be requested to perform specific services for the Board. Unique talents of members can best be utilized on a consultative basis.

Advisory committees should not be appointed to advise on matters requiring decisions by the Board unless adequate time is available for a thorough study by the committee.

The Board shall seek the advice of the superintendent before establishing or dissolving any advisory committee.

The Board will identify and the superintendent will provide specific topics for study or well-defined areas of activity in writing to each committee immediately following its appointment.

Upon completing its assignment, each committee either shall be given new problems or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment.

Each committee shall be instructed as to:

1. The length of time each member is being asked to serve.
2. The service the Board wishes it to render.
3. The resources the Board intends to provide to help it complete its job.
4. The approximate dates on which the Board wishes it to submit reports.
5. The time and place of the first meeting.
6. The Board policies governing citizens' committees to help clarify relationships from the beginning.
7. Its relationships with the Board as a whole, with individual Board members, with the superintendent, and with other members of the staff.
8. The approximate date on which the Board wishes to dissolve the committee.
9. All communications of or with the advisory committee shall be conducted through the Board.

The Board shall have sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of the committee. Committees will be reconfirmed following the Board organizational meetings each spring.

PUBLICITY

The Board shall see that the public is made aware of the services rendered by such committees of citizens it may appoint and shall see that the public is informed of all major conclusions and recommendations made by such committees.

APPROVED: 04/21/88

REVISED: 10/20/88

READOPTED: 11/17/88

SCHOOL BOARD MEMBER'S CODE OF ETHICS

As a representative of all the citizens of my district, I am responsible for serving the best interests of the community and its students, utilizing all available resources toward that end. My oath of office requires me to uphold the laws and Constitutions of the United States and State of Wisconsin; but, in addition to that, I shall keep in mind that:

I can act only when in official board session; except as an officer, I may take actions necessary to fulfill my duties;

I should attend all meetings and be prepared at those meetings to act on issues before the Board. I should be prepared to contribute to the discussion, while keeping an open mind during the deliberations. Once the decision is made, I should be willing to support and promote its implementation;

I must remember that responsibilities for overall management and control of the property and affairs, including the development of policies, belong to the Board while the responsibilities for the day-to-day operation of the schools belong to the administration. Together, the Board and administration must work to continually identify the needs, goals and priorities of the district;

I must be responsive to the public, maintaining open communication lines with my fellow citizens in the community, informing them on the educational needs of the district, as well as on actions of the Board and accomplishments of the district's educational program;

I am a local legislator, but I must work under state and federal laws. I should communicate with state and federal legislators concerning the problems and needs involved in providing a quality education;

I must consider the Board's role as the district's employer, making sure the district has able and well-qualified employees who will serve in the best interest of the students.

I must avoid all conflicts of interest, both financial and non-financial;

Specifically, Board members will not:

- a. use their public position for financial gain or to obtain anything of substantial value for themselves, their immediate family or for any business or organization with which they are associated;
- b. solicit or receive anything of value if it could reasonably be expected to influence their official vote, official action or judgment, or if it could be considered a reward for any official action or inaction;
- c. use or disclose confidential information gained in their position that could result in financial gain for themselves or for any other person;
- d. take any official action that substantially affects a matter in which they, a member of their immediate family or an organization with which they are associated have a substantial financial interest;
- e. use their office or position in a way that produces a substantial benefit -- direct or indirect -- for themselves, a member of their immediate family or an organization with which they are associated.

SCHOOL DISTRICT OF WEST DE PERE
SCHOOL BOARD MEMBER'S CODE OF ETHICS

8200
(con't)

For the purpose of this policy, "anything of value" means any money or property, favor, service, payment advance, forbearance, loan or promise of future employment. It does not include compensation and expenses authorized by state law, political contributions which are reported in accordance with state law or hospitality extended for a purpose unrelated to school district business by a person other than an organization.

Questions regarding ethical conflicts should be first directed to the District Administrator who will seek resolution with advice from legal counsel and/or the State Ethics Board. It is understood that if this code of ethics is violated, the Board member may be subject to censure by fellow Board members and/or subject to penalties outlined in state law.

LEGAL REFERENCE: Wisconsin Statutes 19.42, 19.59

ADOPTED: 11/17/88
REVISED: 12/3/92
READOPTED: 1/7/93

ORIENTING CANDIDATES AND NEW BOARD MEMBERS

The Board of Education encourages citizens to serve as members of the School Board. In recognition of this belief and in preparation for service, the board and the administrative staff shall assist candidates and new member-elects to understand the board's functions, policies, and procedures and operation of the school system before taking office.

Upon filing papers for election, candidates for a school board position shall:

- A. Be encouraged to attend board meetings in the period prior to election.
- B. Be provided with informational items (excluding closed session) similar to the current board members.
- C. Be encouraged to meet with the Superintendent to discuss current or pending issues.

Each member-elect shall:

- 1. Be given orientation material and extended orientation sessions by the Superintendent regarding the function of the board and the school system.
- 2. Be invited to attend board meetings and to participate in its discussions in the period between election and officially taking office.
- 3. Be invited to meet with the superintendent and other administrative personnel to discuss services they perform for the board.
- 4. Shall be given board's policies, district handbooks, administrative regulations, and pertinent materials developed by the state school board association.

ADOPTED: 11/20/72

REVISED: 11/21/96

REVISED: 3/24/10

READOPTED: 5/11/10

RESIGNATIONS

Resignation of school board members shall be made in writing and shall be addressed and delivered to the board clerk. It shall take effect at the time indicated in the written resignation. If no time is indicated, it shall then become effective upon delivery of the resignation.

LEGAL REFERENCE: Section 17.01(13), Wisconsin Statutes

ADOPTED: 9/19/74

REVISED: 11/19/80

OPPORTUNITIES FOR DEVELOPMENT

The School District Board of Education believes that inservice training for its members is vital in order for the Board to govern the school district in the most informed and prudent manner possible. Informed decision making grows more important as school governance becomes increasingly complex.

In keeping with this position, the Board encourages the participation of its members at appropriate school board conferences, conventions, seminars and workshops. The Board shall pay any attendance fee and shall reimburse attending board members for travel outside the district.

The Board also encourages participation of its members in state level educational activities. As such, the Board shall reimburse attending members for reasonable expenses associated with such activities providing such involvement is approved by the Board.

The board correspondent, or district administrator, shall report monthly on upcoming inservice opportunities for board members. The Board shall select representatives to these sessions from among the membership. The members selected shall report to the Board on the inservice session attended and shall share information, materials and recommendations acquired by attending the sessions.

LEGAL REFERENCE: Section 120.10, Wisconsin Statutes

ADOPTED: 11/17/88

REVISED: 3/19/92

READOPTED: 4/16/92

BOARD MEMBERS

Members of the school board as individuals do not possess the corporate powers of the board. If actions are to be legally binding, they must be taken by the board as a whole while meeting in legal session.

The collective judgment of board members should be based on a singleness of concern for the welfare of the schools. Board members should aim at obtaining the best possible educational program for the schools of their district with the resources at their command.

FIRST READING: 10/20/88

ADOPTED: 11/17/88

BOARD MEMBER AUTHORITY

It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member, except when such statement or action is in pursuance of specific instructions from the Board.

The individual participation of Board members shall take place in scheduled Board and committee meetings which is the basic manner in which they fulfill their responsible positions. The method of participation is through discussion, deliberation, debate and voting.

No Board member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the schools or, as an individual, command the services on any school employee.

However, the public thinks of a member as a member 24 hours a day. The member's own interest and desire to serve the school community through membership on the Board continues even when the Board is not in session.

The public has a right to expect a Board member to be able to discuss school matters with understanding, and a Board member has a right to expect access to information which makes it possible for him/her to be informed about school affairs. Much of the information may come to the Board member in casual conversations with the public, parents, or Board employees. More information will come from bulletins and publications from the office of the superintendent and members of the school staff. When a Board member is seeking information about a specific problem, he/she should ask the superintendent to prepare a report on the matter with the help of the staff.

At times a person or group of persons may confront a single Board member with a problem or complaint which should be handled by the superintendent or a member of the staff. Each Board member must decide how much time he/she can spend on the problem or complaint and what the demands of courtesy should be in each case. However, the Board policy in such cases should be clear to all--no member, nor the Board itself, will officially consider or act on such problems or complaints until they have been submitted in writing to the superintendent of schools, in accordance with Board approved procedures.

CROSS REFERENCE: 1118 - PUBLIC COMPLAINTS

ADOPTED: 11/17/88

REVISED: 10/17/96

READOPTED: 11/21/96

POLLING OF BOARD MEMBERS

Recognizing that School Boards are corporate bodies and can act only as such, the polling of Board members outside of when the Board is legally in session is both illegal and unethical.

If situations arise where polling seems necessary, the Board President shall be contacted regarding the issue. The President shall consider the matter and determine whether a Special Meeting shall be called or if the matter can be postponed until the next regularly scheduled meeting. Under no circumstance shall matters requiring legal action be resolved via personal or telephone polling.

FIRST READING: 10/20/88

ADOPTED: 11/17/88

PUBLIC RECORDS POLICY

The School Board of the West De Pere School District shall allow persons to have access to school district records in accordance with the policy and implementing procedures, and in accordance with law. The Superintendent is designated as the legal custodian of records for any school district authority. The legal custodian shall have full legal power to render decisions and carry out duties related to those public records maintained by the school district. The legal custodian may deny access to records in accordance with the law.

If the release of a record requested is in question, the custodian is authorized and encouraged to consult with legal counsel in determining whether to deny access to a record in whole or in part.

School District records may be inspected, copied, and/or abstracted at any time during established district hours. The School Board may establish fees and procedures in accordance with the law. A list of such fees and procedures shall be made available at the district office.

A public records policy shall be prominently displayed and procedures shall be developed to implement this policy.

LEGAL REFERENCE: Subchapter II of Chapter 19 Wisconsin Statutes
Section 120.13(28)

CROSS REFERENCE: 8360.1 - NOTICE TO EMPLOYEES
8360.2 - NOTICE TO THE PUBLIC

ADOPTED: 12/15/82

REVISED: 10/17/96

READOPTED: 11/21/96

PUBLIC RECORDS

NOTICE TO EMPLOYEES

Section 19.33(1) of the Statutes requires each "authority" under the public records law to provide the name of the legal custodian and a description of the nature of his or her duties under the public records and property law to all employees of the authority entrusted with records subject to the legal custodian's supervision.

The Superintendent has been designated as the legal custodian of records for the West De Pere School Board or any school district authority.

The legal custodian is vested by the West De Pere School Board with full legal power to render decisions and carry out the duties of the West De Pere School Board under the Public Records and Property Law. Requests for access to records shall be referred to the legal custodian in writing or on forms provided by the West De Pere School District.

The legal custodian will determine whether a record of the West De Pere School Board must be made available for inspection and/or copying by a requestor, or whether the request may be denied.

LEGAL REFERENCE: Subchapter II of Chapter 19 Wisconsin Statutes
Section 120.13(28)

CROSS REFERENCE: 8360 - PUBLIC RECORDS POLICY

ADOPTED: 12/15/82

REVISED: 10/17/96

READOPTED: 11/21/96

SCHOOL DISTRICT OF WEST DE PERE

8360.2

PUBLIC RECORDS

NOTICE TO THE PUBLIC

The West De Pere School Board has designated the Superintendent as the legal custodian of the public records and property of the West De Pere School Board or any school district authority.

The public may obtain information and access to records, make requests for records in writing, or obtain copies of records in the custody of the West De Pere School Board at the School District Office during office hours.

The West De Pere School Board is authorized by law to impose a fee on the requestor which does not exceed the actual, necessary and direct cost of reproducing and transcription of the record, unless a fee is otherwise specifically established by law. A list of such fees is available at the West De Pere School District Office.

LEGAL REFERENCE - Subchapter II of Chapter 19 Wisconsin Statutes
Section 120.13(28)

CROSS REFERENCE - 8360 - PUBLIC RECORDS

ADOPTED: 12/15/82
REVISED: 10/20/88
REVISED: 11/21/96
REVISED: 4/14/03

READOPTED: 5/19/03

BOARD MEETINGS

The business of the school district can legally be transacted only when school board members are meeting together in legal session.

School board meetings are held annually in common school districts. All qualified electors of the district are eligible to attend these meetings and vote on matters relating to the affairs of the district.

School board meetings are meetings of the duly elected governing body of the district. While anyone may attend school board meetings, only members of the school board may vote on the business at hand.

FIRST READING: 10/20/88

ADOPTED: 11/17/88

PUBLIC NOTICE

The School District of West De Pere Board of Education recognizes that the public is entitled to the fullest and most complete information regarding the affairs of the Board as is compatible with the conduct of Board affairs and the transaction of Board business.

The Board endorses the Open Meeting law and hereby appoints the Superintendent as the person responsible to properly notice all regular and special Board meetings as follows:

- A. Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.
- B. Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.

LEGAL REFERENCE: Sections 19.84, Wisconsin Statutes
120.11(4), Wisconsin Statutes

ADOPTED: 11/17/88

REVISED: 10/17/96

READOPTED: 11/21/96

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board desires citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the Board may have opportunity to hear the wishes and ideas of the public. Anyone wishing to speak before the Board, either as an individual or as a member of a group, is encouraged to inform the superintendent or the Board president of their desire to do so and of the topic to be discussed so that such remarks can be incorporated into the meeting agenda.

The Board vests in its president authority to recognize members of the public as the Board conducts its official business, when in his/her judgment, it is in the best interests of the school district.

LEGAL REFERENCE: Sections 19.81, Wisconsin Statutes
 19.85, Wisconsin Statutes
 120.15, Wisconsin Statutes

CROSS REFERENCE: 1118 - PUBLIC COMPLAINTS POLICY
 1120, 9120 - BOARD OF EDUCATION MEETINGS
 6163.1 - LIBRARY MATERIAL SELECTION
 8410 - PUBLIC NOTICE

ADOPTED: 11/17/88

REVISED: 10/17/96

READOPTED: 11/21/96

reviewed 5/11

AGENDA

All meetings will follow an established agenda.

The agenda should be prepared by the district administrator in consultation with the Board President. Any Board member requesting consideration of an item to be placed on the agenda should submit the item to the district administrator five days before the meeting. District residents requesting consideration of an item to be placed on the agenda should submit the item in writing to the district administrator five days before the meeting.

The agenda should be reviewed and adopted early in the board meeting. The Wisconsin Open Meeting Law requires public notice of the subject matter of the meeting, no items requiring action by the board should be added to the published agenda. Informational items, i.e., items which do not require board action, may be added to the published agenda. The organization of the agenda may be changed and routine items held over to a future session whenever necessary.

At least seventy-two hours prior to each regular board meeting, the district administrator shall send to each Board member a tentative agenda listing and briefly explaining the official agenda.

In order to augment the Open Meetings Law notice, the agenda shall be made available to the media and to any other person upon request.

LEGAL REFERENCE: Section 19.84, Wisconsin Statutes

CROSS REFERENCE:

1118 - PUBLIC COMPLAINTS

6163.12 - PROCEDURE FOR HANDLING OBJECTIONS TO LIBRARY MATERIAL

8420 - PUBLIC PARTICIPATION AT BOARD MEETINGS

ADOPTED: 11/17/88

REVISED: 11/21/96

REVISED: 6/20/05

REVISED: 5/17/11

READOPTED: 7/19/11

PREPARATION FOR AND ATTENDANCE AT BOARD MEETINGS

All board members are expected to attend all Board meetings prepared for participation.

Agenda materials shall be provided to board members with sufficient time to read necessary documents. Board members are encouraged to contact the Superintendent prior to the meeting to clarify any issues on the agenda.

Whenever a board member is unable to attend a Board meeting for specific reasons, he/she should contact either the Board President or the Superintendent.

CROSS REFERENCE: 8410 - PUBLIC NOTICE
 8430 - AGENDA

ADOPTED: 11/17/88

REVISED: 10/17/96

READOPTED: 11/21/96

SCHOOL BOARD MEMBERSHIPS

The School Board shall yearly join the Wisconsin Association of School Boards and reimburse its members for attendance at such professional meetings.

It shall be the policy of the School District of West De Pere Board of Education to maintain membership in the Wisconsin Association of School Boards.

At its annual organizational meeting, the Board shall elect a W.A.S.B. correspondent to keep the Board aware of state and national school board developments.

LEGAL REFERENCE: Section 120.13(16), Wisconsin Statutes

ADOPTED: 11/17/88

REVISED: 10/17/96

READOPTED: 11/21/96

BOARD MEMBER REIMBURSEMENT POLICY

As extracurricular school activities play a large role in student development beyond the classroom, all Board members are encouraged to attend as many school events as possible. Board presence will increase availability to those in our District and will affirm the Board's commitment to the students of the School District of West De Pere.

In addition, Board members should take the opportunity to participate in educational seminars and other educational activities that are made available to enhance the member's ability to provide sound direction on behalf of the District.

Reimbursement for those activities that are educational in nature is justified. Mileage to and from the event is reimbursable and assumes the starting point to be the district office. Meals and lodging, as well as program expense are reimbursable. However, Board members should exercise the same care in incurring expenses as a prudent person would when traveling for personal reasons.

Reimbursement will be provided only after a completed expense report including all necessary receipts is submitted to the District's Business Manager.

This policy is intended for the Board member only and there will be no special considerations offered to the Board member's spouse and or family members.

CROSS REFERENCE: 4134 - TRAVEL REIMBURSEMENT

FIRST READING: 9/20/90

APPROVED: 10/15/90

REVISED: 10/17/12

READOPTED: 11/14/12

SCHOOL BOARD RESPONSE TO EMPLOYEE/STUDENT PERSONAL CRISIS

The West De Pere Board of Education wishes to provide a consistent response in times of personal crisis for current enrolled students and employees and their families. Since circumstances may make it difficult to respond in an appropriate and timely manner, this policy provides guidelines so that all employees and students are cared for equitably.

CURRENT AND PAST BOARD MEMBERS, EMPLOYEES, AND *IMMEDIATE FAMILY

In the event of a death, the district will provide a plant and/or memorial donation as requested by the family.

In the event of serious illness, the district will send a card.

CURRENT ENROLLED STUDENTS

In the event of a death, the district will provide a plant or memorial donation as requested by the family.

*Immediate family is defined to include parent, spouse or partner, sibling, child, or parent-in-law.

FIRST READING: 8/17/04

APPROVED: 9/20/04