

# 100s Policies (Board Operations)

*\*Revised & Reviewed by Attorney & Policy Committee*

- \* Policy 110 – School District Mission and Philosophy
- \* Policy 112.3 – Continuous School Improvement Committee
- Policy 112.3 – Exhibit - Continuous School Improvement Committee
- \* Policy 133 – Filling Board Vacancies
- ~~\* Policy 133 – Filling Board Vacancies~~
- \* Policy 150 – School Board Governance
- \* Policy 151 – Board Policy Adoption and Review
- \* Policy 153 – Board Self-Evaluation
- \* Policy 153 – Exhibit - Board Self-Evaluation Instrument
- \* Policy 164 – Board Member Compensation and Expense
- ~~\* Policy 165.1 – Board Member Conflict of Interest~~
- \* Policy 165.1 – Board Member Conflict of Interest
- \* Policy 166 – Board Member Electronic Communication
- \* Policy 171 – Regular Board Meetings
- \* Policy 171.2 – Agenda Preparation, Format, and Dissemination
- \* Policy 172 – Special Board Meetings
- \* Policy 187 – Public Participation at Board Meetings
- \* Policy 187 – Rule - Rules & Regulations During Public Comment
- Policy 187 – Exhibit - Attendance Register for Board Meetings



School District of Wauzeka-Steuben			Comments Following Review of Policy, Rule, or Exhibit
Type	Number	Topic	
✓ Policy	110	School District Mission and Philosophy	Policy was last reviewed/updated in 2016 - Language looks acceptable as written; however, should be reviewed to confirm the contents align with current Board of Education and District philosophies and practices <b>Consider adding legal references to Wis. Stat. Secs. 120.12 - school board duties; including responsibility for the general management and supervision of the school district; 120.13 - school board powers, including the power to do all things reasonable for the cause of education</b>
✓ Policy	112.3	Continuous School Improvement Committee	Last review of the Policy (2014) was prior to the Krueger v. Appleton School District case - Based on facts and analysis in Krueger, the committee is likely subject to the requirements of the WI Open Meetings law - Given this requirement, could <b>add a new responsibility of the Chairperson</b> (page 2) regarding ensuring that Committee meetings will adhere to the requirements of the WI Open Meeting Law, such as appropriate notice and accessibility.
Exhibit	112.3	Continuous School Improvement Committee	Language in Form appears to be okay as written
✓ Policy	133	Filling Board Vacancies	Section 120.12(28) of the state statutes requires that the school board of each common, union high, and unified school district adopt a policy addressing how a board vacancy will be filled if the remaining school board members have not appointed a replacement within 60 days of the date on which the vacancy first exists. This policy requirement went into effect July 1, 2016. If the remaining members of a board do not fill a vacancy by appointment within the 60-day period, this new law provides that the vacancy must be filled in accordance with the school board's adopted policy. Length of appointed term varies depending upon when the vacancy occurs and how many years are left in the member's term. (Refer to s.s. 17.26(1g)(a) and (1m)) No secret ballots can be used. See <b>Attached PRG sample</b> as potential example of how Board might address this requirement.
✓ Policy	150	School Board Governance	Consider adding any of the next 3 suggested lines - These were pulled from the WASB Policy Resource Guide as common considerations within a School Board Governance policy: 1. Adopt District's annual operating budget and provide the financial resources necessary to carry out the District's mission and achieve District goals. 2. Utilize data and information on student needs to make decisions and modify actions at the District and building level. 3. Encourage and support the professional development of District staff. Current policy language mentions school board "duties" in #8, but references Wis. Stat. Sec. 120.12 - school board powers. Consider replacing #8 with the following: "Exercise the powers and discharge the specific duties imposed upon it by state law." as part of this change, add a legal reference to Wis. Stat. Sec. 120.12 - school board duties. This way, both the powers and duties are mentioned in the policy language and the statutes for the the powers and duties are referenced at the end of the policy
✓ Policy	151	Board Policy Adoption and Review	See changes and updates written into the <b>attached revised policy</b> . Editor's notes were added to try and explain the rationale behind the changes. Consider adding Legal Reference to Wis. Stat. Sec. 120.13 - board power to do all things reasonable for the cause of education, including making rules for the organization, gradation, and government of the schools.
✓ Policy	153	Board Self-Evaluation	Language in the current policy looks acceptable as written. <b>Consider adding Legal Reference to Wis. Stat. Sec. 120.12 - partial list of school board duties.</b>
✓ Exhibit	153	Board Self-Evaluation Instrument	Language in the current exhibit looks acceptable as written. Because the adoption date is 2014 and the exhibit does not have a revision date since that time, the Board should consider reviewing the instrument to ensure they do not want to make any changes. Perhaps after this year's evaluation they could review and make/not make any changes. Either way, <b>should change the review date at the end of the exhibit to show that they did review the instrument as required in the policy.</b>
✓ Policy	164	Board Member Compensation and Expenses	If additional details have been established at the annual meeting concerning board member compensation or expense reimbursements, those could be added to the policy. Otherwise, the general policy language is acceptable as written. Consider adding the following Legal References: Wis. Stat. Secs. 120.07 - board member authority to refuse board member salary; 120.10(3) - electors may establish board member salaries; 120.10(4) - electors may authorize reimbursement of actual travel expenses and actual lost earnings; 120.13(16) - reimbursement of actual expenses incurred in connection with board member attendance at meetings of an organization of school boards; 120.13(32) - reimbursement of actual expenses incurred in connection with orientation and continuing education activities.
✓ Policy	165.1	Board Member Conflict of Interest	Current Board policy mirrors some of the language in PRG Policy 165.1 Sample 1, which was updated in 2022. <b>See attached PRG Sample</b> for Board consideration, as it includes updated conflict of interest language and updated statutory thresholds (e.g., \$15,000 vs. \$5,000)
✓ Policy	166	Board Member Electronic Communication	See changes and updates written into the <b>attached revised policy</b> . Consider adding any of the following Legal References: Wis. Stat. Secs. 120.13(28) - authorization to designate a records custodian on behalf of any school district authority; 943.70 - computer crimes; 947.0125 - unlawful use of computerized communication systems.
✓ Policy	171	Regular Board Meetings	See Editors note and additional language for the District to consider in the <b>attached revised policy</b> .
NEW	172	Special Board Meetings	<b>Noticed that the District did not have a policy concerning the calling of special school board meetings. See attached PRG Policy 172 Sample 1.</b>
✓ Policy	171.2	Agenda Preparation, Format, and Dissemination	See Editors note and additional language for the District to consider in the <b>attached revised policy</b> .
✓ Policy	187	Public Participation and Board Meetings	See Editors note and additional language for the District to consider in the <b>attached revised policy</b> .
✓ Rule	187	Rules & Regulations During Public Comment	See Editors note and additional language for the District to consider in the <b>attached revised Rule</b> .
✓ Exhibit	187	Attendance Register for Board Meetings	Language in the Form looks acceptable as written.



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## Fwd: Policy Suggestions

1 message

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**Gary Albrecht** <albregar@wauzeke.k12.wi.us>  
To: Kari Bartels <bartekar@wauzeke.k12.wi.us>

Mon, Mar 3, 2025 at 3:08 PM

Kari:  
Please copy these policies along with Scott's cover sheet.

Thanks!

g

----- Forwarded message -----

From: **Scott Mikes** <smikesh@wasb.org>  
Date: Thu, Feb 27, 2025 at 8:59 PM  
Subject: Policy Suggestions  
To: Gary Albrecht <albregar@wauzeke.k12.wi.us>

Gary:

I hope that all is well! Attached are the recommendations for the 100 Series Policies. I realized earlier today that, when I told you on Tuesday I should have the 100 and 200 Chapters completed by end of day on Friday, I forgot to take into account that I am running over to Iowa early tomorrow morning to attend a funeral for my ex-father in law. I will be back in the late afternoon and will get the 200 series over to you along with the answers to your questions from the Sunday email as soon as possible.

Thanks and take care,

Scott

**SCHOOL DISTRICT OF WAUZEKA-STEUBEN****DISTRICT MISSION AND PHILOSOPHY****General Philosophy of the School District of Wauzeka-Steuben**

We believe in educating every student according to his/her needs and abilities. We recognize the worth of every human being regardless of race, national origin, or class in society. We must constantly reevaluate our program in terms of its effectiveness in providing for the needs of a student body reflecting a wide range of ability and achievement. Students of high ability need enrichment of program and opportunities to engage in activities which challenge their capabilities. Students of limited ability should have the experience of success in reaching attainable goals.

We consider concepts such as democracy, citizenship, and esthetics as terms open to interpretation. In the interrelations of student and faculty, the District must seek democratic ideals in the day-to-day academic and social program. Democracy is more effectively taught through example and practice than through earnest lecturing. The teacher who enjoys and respects young persons, who is honest and sincere with them, will do much to create an enduring respect for democratic ideals. We believe that reasoned approaches and study of opposing social and political philosophies within our world community are effective methods of strengthening the democratic system. Thus, we value open discussion of different points of view on issues that pertain to the school, the community, or the nation. To that end, we shall endeavor to stimulate dialogue among students and faculty.

The student must learn self-discipline and assume the responsibility for learning and understanding if (s)he is to acquire self-confidence. We stress the student's need for self-realization. By acquiring the ability to listen, to follow directions, and to learn to study effectively, s/he will question, and will relate experiences that bring satisfaction. Helping the student to find pleasure in the study of the humanities, science, and business is a primary obligation of the District and every teacher. We must provide experiences, which will develop the student's interest and enable the student to understand the relationships of these areas to his/her daily life.

We recognize that the individual student is influenced by many outside agencies, such as family, social peer groups, and religious organizations. The school should use all opportunities available to improve the quality of education by enlisting the support of these agencies and offering District help in the constructive efforts of the community. We should reinforce the positive influences gathered from outside employment, travel, and participation in community activities. To this end, we need a flexible approach in planning curriculum and organizing classroom work.

We recognize an obligation to help students meet personal needs by providing an atmosphere of emotional security; we also realize it is not the function of a public school to handle aggressive behavior of the emotionally maladjusted.

We believe that education is a continual process of learning from the beginning to the end of life, involved with the development of the whole person. Teachers must communicate the excitement and pleasure, which the discovery of new insight can bring to the mature person and present education as a means of personal growth and self-fulfillment.



We believe the student's acceptance of self as a worthy human being is the essential element in attaining maturity and self-direction. If a student is to attain feelings of self-worth, (s)he must find his/her motivation in striving for attainable and desirable goals, rather than in seeking to avoid punishment and failure. However, students often perform according to adult expectations and the teacher must be ever mindful not to expect too little from any given student.

Recognizing the rapidity of technological change, we must maintain flexibility in planning the curriculum to meet student needs. Rapid change brought on by technological progress means that all students need to be prepared for the possibility of vocational displacement and personal readjustment. They must be introduced to the educational and social resources of their communities that will enable them to cope with this rapid change. We strive to prepare our students to exert control over the society in which they will live. To do this, we must provide understanding of the origins of social change, insights into the development of cultures, and into growth of democratic process. Change will take place and they, the students - the future citizens, will need to utilize orderly channels to make change a force for the good of society and the individual.

**Legal References:** Wis. Stats. Secs. 120.12; 120.13

**Cross References:**

**Adoption Date:** pre 1976

**Date Revised:** 3/21/2016

**Date Reviewed:**

**SCHOOL DISTRICT OF WAUZEKA-STEUBEN**  
**CONTINUOUS SCHOOL IMPROVEMENT COMMITTEE**

**1. Rationale**

The mission of the School District of Wauzeka-Steuben is to provide a comprehensive education with measurable goals and high expectations that inspire all our students to excel.

Working together, students, teachers, parent(s)/legal guardian(s), school, and community provide the experience that enables students to become effective adults who are assets to their families, communities, and world.

Helping our students achieve this is the focus of all we do. Consistent and continuous effort by the Board of Education, Administration, teachers, and support staff assures that the District will establish and maintain an educational plan in which this mission is attained.

In continuing the initiatives and programs of the District and supporting improvement, a Continuous School Improvement Committee (hereafter known as Committee) has been established. This committee will respond to ongoing support and directives of the Department of Public Instruction and federal agencies and proactively participate in the considerations of these and other outside organizations as they pertain to the needs of our school and community. The Committee will work in conjunction and with the District, in participating in the decisions and implementation of proposals for improvement, including fiscal considerations, keeping in mind the District's responsibility to students, parent(s)/legal guardian(s), and the community as stakeholders and taxpayers.

**2. Goals**

The District aspires to provide the greatest educational experience possible for every student in the District. The Board of Education believes that establishing and maintaining an improvement process is strengthened if representatives of stakeholder groups help in decision-making. Such involvement increases satisfaction and greater commitment to the identified annual goals for improving areas of weakness and maintaining areas of strength. The Committee will advance the annual goals as set by the Board.

**3. Broad Areas of Improvement**

As reflected in the Mission of inspiring passion and achievement in all learners, and supporting the philosophy, programs, and goals of the District, broad areas of improvement will be related to student outcomes in all aspects of education including cognitive, affective, and psychomotor learning. The foremost areas of improvement will focus on the improvement of curriculum, student evaluation, instruction, planning, staff development, and school climate, as they relate to student achievement and student needs as life-long learners and critical thinkers.

In addition, attitudes toward and participation by parents/legal guardians and others in the District educative processes, Administrative leadership, staff development, morale, and job satisfaction are included as broad areas of improvement. Other aspects to be considered include the quality of school facilities and equipment, the use of technology in the classroom, scheduling of students, and conditions affecting health and safety of students and staff.

## **1. Continuous School Improvement Committee Membership**

It is recommended the Committee consist of the following:

- a. District Administrator
- b. District Principal
- c. School Counselor
- d. Reading Specialist
- e. 1 School Board member
- f. 2-3 Teachers preferably with representation from Elem., MS/HS, Related Arts, and Special Ed.
- g. 1 Support Staff Member
- h. 2-3 Community Members preferably with representation from businesses and civic clubs of Wauzeka and Steuben
- i. 1-2 Students

Members of the teaching staff, support staff, Board, and Continuous Student Improvement Committee may select their own representatives. Community members may be nominated for membership as a result of discussion from within the Committee.

The Committee is chaired by a member for a one (1) year term. Elections for the position and a secretary position, also a one (1) year term for the subsequent year, are held by nomination and simple majority vote at the final meeting of the fiscal year. The chairperson and secretary will be selected from representatives of the teaching/support staff and community. Responsibilities of the chair are to be met with the assistance and support of the Secretary, District Administrator, and Principal, and are as follows:

- a. scheduling meetings and planning agendas
- b. coordinating and facilitating Committee activities
- c. preparing reports
- d. presiding over meetings
- e. communicating minutes
- f. publicity (including making public presentations)
- g. carrying out other duties as necessary
- h. ensuring that Committee meetings will adhere to the requirements of the WI Open Meeting Law, such as appropriate notice and accessibility.

The Chair is responsible for maintaining meeting minutes, providing communications, and carrying out other duties as necessary.

## **2. District Leadership**

The District Administrator has overall responsibility for District improvement activities. Working with the Committee, the Administrator submits the District Annual Improvement Plan to the Board. The Principal is responsible for facilitating the Improvement Plan for the ensuing school year.

## **3. Annual Assessment Process**



Annually each spring, the District Assessment Coordinator (DAC) and Principal will coordinate the collection of student achievement data for the purpose of conducting the Annual Needs Assessment. The results are shared with the Committee to help in identifying areas of needed improvement that are unique to the District.

#### **4. District Support**

The District provides monetary support for improvement projects. Monetary support is included in the District's annual spring/summer budgeting process. The Administrator, Principal, and members of the Committee will monitor and assess budget needs.

#### **5. District Annual Improvement Plan**

Each year, the Committee will develop and implement an annual plan for improvement. Over the course of the year, the Committee will address the following:

- The collection of ideas for improvement from District-wide programs and committees (including, but not limited to: Response to Intervention (RtI), Human Growth and Development, Wellness Committee, Positive Behavioral Interventions and Supports (PBIS), etc.)
- The formulation of an action plan for the school year is based on the prioritization of the ideas for improvement. This plan shall be published to the Committee, Administration, Staff, and the Board (by the end of the first semester of the school year).
- The review of the action plan – assessing progress made and making any adjustments, revisions, or accommodations to assist in meeting the objectives of the plan.
- A final assessment of the action plan – assessing and evaluating results and provide planning for District improvement programming for the upcoming school year.

#### **6. Improvement Plan Format**

The District Improvement Plan utilizes the following format:

- a. Statement of Need: Description of need not being met
- b. Description of Program: Description of what is needed to satisfy the need identified.
- c. Program Goals: Listing of goals for the program and how they correlate to the current District goals identified by the Committee.
- d. Anticipated Outcomes: Description of the expected outcomes as a result of the intervention.
- e. Leadership: Identification of those responsible for planning, coordinating, and evaluating the program.
- f. Time Schedule: Identification of a timeline for implementation and follow-up.
- g. Financial Need: Identification of approximate cost for implementation and maintaining the effort.
- h. Evaluation: Description of the methods to be used to monitor, assess, and determine if program goals have been achieved.

A report is made annually in July of the status of the ECH-12 school improvement process to the Board.

**Adoption Date: 9/15/2008**

**Date Revised: 12/15/2014**

**Date Reviewed: 3/17/2014**



**School District of Wauzeka-Steuben**  
**Continuous School Improvement Committee (CSIC) Improvement Plan**

**Statement of Need:** (Need not currently being met)

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**Description of Program:**

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**Program Goals:** (program goals and how they relate to District Goals)

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**Anticipated Outcome(s):**

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**Leadership:** (persons responsible for planning, coordinating, and evaluating program)

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**Time Schedule:** (for implementation and follow-up)

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**Financial Need:** (cost for implementation, as well as continued program maintenance)

**Evaluation:** (methods used to monitor, assess, and determine if goals are met/achieved)

**Adoption Date:** 9/15/2008

**Date Revised:** 12/15/2014

**Date Reviewed:** 3/17/2014

**SCHOOL DISTRICT OF WAUZeka-STEUBEN**

**FILLING BOARD VACANCIES**

In the event a vacancy occurs on the School Board, the vacancy shall be filled in accordance with state law and this policy.

A qualified elector selected to fill a Board vacancy shall not take office until he/she has taken and filed the oath of office. The oath shall be filed on or before any deadline that the Board establishes for the appointee to take office. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law. State law determines the date on which an appointee's term of office expires.

During the 60 days immediately following the date on which a vacancy first exists, the Board may fill the vacancy only by an appointment made by a vote of the remaining members of the Board. In relation to any attempt to fill a vacancy during this 60-day period, any qualified elector of the District who is eligible to fill the specific vacancy may contact the District in writing to express an interest in being appointed. The Board or the Board's designee may establish specific application procedures and deadlines.

If a vacancy has not been filled by an appointment made within 60 days of the date on which the vacancy first exists, the Board will attempt to fill the vacancy using the following procedures:

1. If a duly-elected successor (i.e., elected at a Spring Election) will be taking office in the seat that is currently vacant within the next 60-day period that follows the initial 60-day period of the vacancy, then no other appointee shall serve in the vacant seat in the interim.
2. If the vacancy is not filled by the duly-elected successor in office pursuant to the previous paragraph and if the vacancy still has not been filled by appointment by the remaining members by the close of the first Board meeting that follows the initial 60-day period, then the District Administrator or a designee shall, within 5 days of such meeting, issue a public notice of the vacancy that includes a deadline for submitting to the District Office a letter of application and a sworn declaration of eligibility for the vacant board seat. Qualified electors who submit the required information by the deadline are assured consideration as potential appointees.
3. Provided that there is at least one qualified elector who has submitted the required application information (at any point during the pendency of the existing vacancy) and who has not withdrawn from consideration, then at a Board meeting that occurs within 45 days of the date that the District Administrator issued the notice described in the previous paragraph, the Board shall either:
  - a. By a majority vote, direct the Board President to select a qualified elector to fill the vacancy, attaching such conditions to this delegation of authority as the Board deems prudent; or
  - b. Attempt to appoint an applicant to fill the vacancy by a majority vote, undertaking up to 5 separate rounds of voting if necessary.
4. If the Board does not delegate the power of appointment to the Board President or successfully select an appointee by majority vote as described in the previous paragraph, then at the same meeting the

chairperson of the meeting shall call for immediate nominations in order to fill the vacancy by the random selection of a nominee.

- a. A nominee must be a qualified elector who has submitted the required application information and not withdrawn from consideration. Each Board member who is present at the meeting may nominate, or support the nomination of, only one qualified nominee.
  - b. Each qualified nominee, if any, whose nomination is supported by at least Board members (including the Board member making the nomination) will be included in the random selection process, except that if only one nomination is made such nomination must be supported by at least one-half of the total number of remaining members of the Board and no random selection is necessary. The nominee selected as a result of this process is thereby selected to fill the vacancy.
5. If the person selected to fill the vacancy under this process files a written refusal to serve, or if, for any other reason, the vacancy is still unfilled after the Board meeting referenced in steps 3 to 4 of this process (immediately above), then the procedures listed above shall be repeated as many times as may be necessary. Each time the process is repeated:
- a. The District Administrator or a designee shall issue a public notice that further solicits interest in filling the vacancy within 5 days of the date that the need to repeat the process is evident; and
  - b. Steps 3 to 4 of the process will be carried out at Board meetings held at approximately one-month intervals until either the vacancy is filled or there are fewer than 60 days before a duly-elected successor will take office in the vacant seat.

**Legal References:**

**Wisconsin Statutes Sections** 11.0202(1), 17.01(13), 17.03, 17.035, 17.17(5), 17.26, Section 17.28, 19.01, 59.23(2)(s), 120.05(1)(d), 120.06(10), 120.12(28), 120.17(1)

**Cross References:**

**Adoption Date:**



**SCHOOL DISTRICT OF WAUZeka-STEUBEN***out***FILLING BOARD VACANCIES**

~~The following procedures will be used, through appointment, to temporarily fill any vacancy that occurs in which a member of the Board of Education can no longer fulfill his/her term:~~

~~A notice of the vacancy will be posted at the same locations as meeting notices and the notice will be on the District's Web Page. If time allows and if there is a District newsletter, it will be placed in the District's newsletter. The notice will include basic eligibility requirements, what information residents are to submit to the Board, when and where the applicant's information must be received by the District, the date of the Board meeting when interviews will be conducted, and when the Board of Education plans to act on the appointment.~~

~~To be considered a candidate to fill the board vacancy, interested applicants are to send a letter of interest; a brief resume to include where s/he resides in the District and his/her background, education, and experiences that will enhance his/her ability to be a member of the Board; and a written statement of why s/he wishes to be temporarily appointed to serve as a Board of Education member.~~

~~Qualified applicants per state statutes (age, residency, and criminal record) will then be interviewed at a regular or special Board of Education meeting and the Board of Education will vote (through a roll-call vote) to select one of the applicants to serve on the Board of Education until a new board member is elected at the Spring Election as required by law.~~

~~The candidates will draw lots to determine the order of interviewing. The Board of Education will request that applicants do not remain in the meeting room during the interviews with the other applicants and especially until after they have been interviewed to make the process fair to all candidates. The interviews, Board deliberations, and vote to appoint a temporary Board member to fill the vacancy will be conducted in open session unless there are exceptional reasons to consider the candidates in closed session.~~

**Legal References:** — **Wisconsin Statutes Sections 17.01(11), 17.03, 17.26, Chapter 19;  
Subchapter V**

**Cross References:**

**Adoption Date:** — **1/28/2008**

**Date Revised:** — **2/24/2014; 1/23/2017**

**Date Reviewed:** —



**SCHOOL DISTRICT OF WAUZEKA-STEUBEN****SCHOOL BOARD GOVERNANCE**

The Board shall serve as a legislative body to formulate and adopt policy and evaluate the effectiveness of District educational programming and activities. The Board shall seek to achieve the following goals:

1. To concentrate the Board's efforts on its policy-making and fiscal planning responsibilities.
2. To employ a chief administrative officer as its professional advisor and to delegate him/her to the authority and responsibility to execute the Board's policies, enforce its rules and regulations, and oversee the administration of the schools.
- ~~3. To formulate Board policies which best serve the educational program, within the realm of the District's financial scope.~~
4. To evaluate the effectiveness of the educational programs and activities in relation with the District's philosophy and goals.
5. To maintain effective communication with the public, the students and the staff.
6. To conduct official Board business openly.
7. To keep informed by the administrative staff of the educational practices of the District.
- ~~8. To perform the specific duties imposed upon the Board by the statutes. Exercise the powers and discharge the specific duties imposed upon it by state law.~~
- ~~9. Adopt District's annual operating budget and provide the financial resources necessary to carry out the District's mission and achieve District goals.~~
- ~~10. Utilize data and information on student needs to make decisions and modify actions at the District and building level.~~
- ~~11. Encourage and support the professional development of District staff.~~

**Legal References:** Wisconsin State Statutes §§ Sections 118.001, **120.12**, 120.13

**Cross References:**

**Adoption Date:** 6/16/2014

**Date Revised:**

**Date Reviewed:**



## **SCHOOL DISTRICT OF WAUZEKA-STEUBEN**

### **BOARD POLICY ADOPTION AND REVIEW**

Policy changes may be made at any regular or special Board of Education meeting by a 2/3 majority vote of the members present. Policies may be changed at any time during the school year.

All new Board policies and proposed policy revisions with **major substantive** content changes shall follow a sequence which takes place a minimum of two (2) meetings of the Board.

The following process will be used for Policy adoption:

1. Placement on the Board meeting agenda and distribution of proposed new or revised policies as an item of information in the Board packet.
2. ~~After the first reading, The~~ proposed policy shall be **published posted on the District website.**  
~~District residents shall be offered the opportunity to react to policy proposals.~~
3. Redrafting, if so directed as a result of the first reading, placement on the next Board meeting agenda, and distribution as an item of information in the Board packet.
4. Action taken by the Board after the second reading.

Proposed policy revisions with only style or **minor non-substantive** content changes may be presented and adopted at the same Board meeting.

The formal adoption of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Policies and revisions to policies shall be effective immediately upon adoption, unless a specific effective date is provided in the adoption resolution. If necessary, the Administrative regulations needed to implement the adopted policy will be drafted or revised to conform to Board action.

The Board may pass a new or revised policy without a first reading in a unique situation where the Board has determined that timing is critical (e.g., to start a school year, for legal compliance reasons). In this situation, ~~all board members in attendance at the meeting agree to adopt the policy by a unanimous roll call vote pursuant to the requirements of Robert's Rules of Order, the Board will vote to temporarily suspend its normal Policy Adoption process, above. The vote will require a 2/3 majority of those members present. If the motion to temporarily suspend the normal Policy Adoption rules is successful, the Board may vote on the policy without it coming before the board at a subsequent meeting. Passage of the policy will require a majority vote of those board members present.~~

All District policies will be written and placed in the Board Policy Book and/or on the school website according to the WASB recommended coding system and dated.

All policy changes shall be recorded in the minutes of the Board of Education which are published as stated in Section 120.11(4) of the Wisconsin Statutes.

**Legal References: Wisconsin State Statutes §§ 120.11(4), 120.12**

**Adoption Date: 4/18/2005**

**Date Revised: 2/24/2014; 1/23/2017**

**Date Reviewed:**



**SCHOOL DISTRICT OF WAUZEKA-STEUBEN****BOARD SELF-EVALUATION**

The School Board is accountable to the public for the education of its students and the stewardship of the resources of the School District of Wauzeka-Steuben. The Board recognizes that in order to be most effective in its governance role, it should continuously monitor and evaluate its own performance, processes, and practices. The Board believes that regular self-evaluation is essential to improve leadership, support student achievement, and attain the District's vision, mission, and goals.

With this in mind, the Board shall annually plan for and conduct a self-evaluation of its functioning as a Board. A special Board meeting shall be scheduled for this purpose and no other Board business will be taken up at the session. Consistent with the Open Meetings Law, the Board's self-evaluation shall be conducted in open session unless pulled to closed sessions for reasons per WI State Statute 19.85 (1) (a-h). All Board members are expected to participate in the self-evaluation process, as is the District Administrator.

During self-evaluation, the Board shall evaluate itself as a whole. The self-evaluation should emphasize areas of strength as well as those identified for improvement. Board members are also encouraged to use the evaluation process as an opportunity to assess their own personal performance.

The Board shall determine the areas of competence and/or Board responsibilities and relationships that will be used as the basis for the self-evaluation, and select an evaluation method or instrument that will include a reasonable number of criteria or performance indicators by which to appraise the Board's functioning and effectiveness. The Board may also identify specific topics for discussion that are related to its meeting processes, communications, Board-administrator relations, and other leadership skills.

The Board may seek the assistance of the District Administrator in identifying standards for assessment and topics for discussion and/or in selecting an evaluation method or instrument that meets its needs.

Following a discussion of the evaluation results, the Board shall establish priorities and objectives for the following year's self-evaluation.

**Legal References:**     **Wisconsin State Statutes §§ Sections 118.001, 120.12, 120.13**

**Cross References:**

**Adoption Date:**       **7/21/2014**

**Date Revised:**

**Date Reviewed:**



## **School Board Self-Evaluation**

### **Why Evaluate?**

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The culture of an organization is set at the top; it is no different for school and educational organizations. School Boards must have strong, effective leaders to meet the challenges faced by public education today. School Board members direct the affairs of the District by setting goals, developing policy, communicating, and evaluating, all with a focus on the achievement and best interests of all students in the District. Self-assessment by the Board provides valuable information, discussion, and communication.

### **Self-evaluation by the Board:**

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- Holds the Board accountable to themselves, the staff, and the community.
- Allows for reflection by Board members on their individual and collective behavior and performance.
- Fosters open communication.
- Improves decision-making by enhancing a common understanding of philosophies and goals.
- Resolves differences of opinion and challenges assumptions.
- Provides insight into how and why decisions are reached.
- Allows new Board members an opportunity to understand Board processes.
- Identifies strengths and weaknesses of individual Board member performance and that of the Board as a whole.
- Holds the Board accountable in its role as representative of the public.
- Provides a starting point for effective goal setting and long-range planning.

Board self-evaluation provides more than just accountability and communication. It provides an opportunity for building the best possible leadership for the school system and community. Commitment to quality, excellence, continuous learning, and local control of the educational system is demonstrated when Boards lead by example.

This Board Self-Evaluation document is designed to provide both a clear objective system for Board evaluation and flexibility. Part 1 of the evaluation follows a set of performance standards focused on the roles, responsibilities, and work of the Board. Part 2 focuses on the Board's performance in supporting the achievement of District goals.

## **Board Self-Evaluation Forms**

### **Part 1. Performance Standards**

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#### Instructions

1. Attached are the forms to be completed by every Board member rating all individual performance standards. A separate page is provided for each performance standard. Every Board member should rate all eleven of the performance standards.
2. Each performance standard has performance indicators listed below it. These performance indicators suggest objective measures to consider; do not rate individual performance indicators separately. Only rate the overall performance standard.
3. Your comments in support of your rating will be helpful during the Board's discussion of the results of the evaluation.
4. All Board member's forms should be returned to the District Administrator or designated Board member for compilation. You may choose to have the Board fill it out online for electronic compilation.
5. The Board will meet to discuss the results and future steps to improve or build upon the prior year's results.

## **Part 1 - Performance Standards**

### **LEADERSHIP: MISSION, VISION, AND GOALS**

The Board of Education annually reviews the District's vision and mission statements, and annually adopts Board and District goals which support the District vision and mission.

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#### Indicators

- Board members can clearly articulate the vision, mission, and/or goals of the District.
- Annually the Board, with the District Administrator's input and collaboration, has reviewed, rewritten, and adopted the Board and District goals.
- The Board has adopted objectives, activities, and/or a calendar to monitor action plans on agreed upon goals, including periodic District Administrator updates as part of regular Board meetings.
- The Board has delegated to the District Administrator the authority to administer and evaluate the adopted action plans.
- The District Administrator's evaluation instrument for the current year has been developed and adopted by the Board.

Board performance for this standard:

- |   |                       |
|---|-----------------------|
| 0 | Unacceptable          |
| 1 | Needs Improvement     |
| 2 | Acceptable            |
| 3 | Good                  |
| 4 | Excellent/Outstanding |

Comments:

## **POLICY AND GOVERNANCE**

The Board establishes and follows local policies, procedures, and good governing practices.

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### Indicators:

- The Board has established, adopted, and revised policies so that they are clear, up-to-date and in compliance with state and federal laws and rules.
- The Board requests the District Administrator's recommendation on all proposed policies.
- The Board provides opportunities for public and staff review of proposed policies before they are given to the Board for final action.
- A procedure is in place for established policies to be reviewed on a regular basis.
- The Board follows its own policies regarding Board operations.
- The Board delegates all decisions regarding District operations, personnel management and procedures to the District Administrator.
- The Board sets annual goals and keeps those goals at the forefront of all Board and District decisions throughout the year.

### Board performance for this standard:

- |   |                       |
|---|-----------------------|
| 0 | Unacceptable          |
| 1 | Needs Improvement     |
| 2 | Acceptable            |
| 3 | Good                  |
| 4 | Excellent/Outstanding |

### Comments:



## **COMMUNITY RELATIONS**

The Board establishes and promotes effective two-way communication with parents/legal guardians, students, staff, and community members.

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### **Indicators:**

- The Board and individual Board members demonstrate respect and cooperation in their relationships with the community and staff.
- The Board works with the District Administrator to seek and receive input from citizens on matters relating to the District using an agreed upon process.
- The Board has collaboration agreements with local and state agencies.
- The Board communicates with the community using forums, groups, the media, and/or other vehicles following agreed upon procedures.

### **Board performance for this standard:**

- |   |                       |
|---|-----------------------|
| 0 | Unacceptable          |
| 1 | Needs Improvement     |
| 2 | Acceptable            |
| 3 | Good                  |
| 4 | Excellent/Outstanding |

### **Comments:**

**ACCOUNTABILITY AND PERFORMANCE MONITORING**

The Board constantly monitors progress towards District goals and compliance with written Board policies using data as the basis for assessment.

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**Indicators:**

- The Board regularly conducts a self-evaluation to monitor its performance.
- The Board models a culture of high expectations throughout the District.
- The Board's priority and focus are on curriculum, student achievement, and student success.
- The Board appropriates resources based on student achievement priorities.
- The Board supports reward, consequence, and recognition systems to encourage high levels of staff and student achievement.
- The Board and all stakeholders clearly understand, and are held accountable for their roles and responsibilities in creating and supporting a culture of high expectations throughout the system.
- The Board uses data to identify discrepancies between current and desired outcomes.
- The Board identifies and addresses priority needs based on data analysis.
- The Board communicates to the public how policy decisions are linked to student achievement data.

**Board performance for this standard:**

- |   |                       |
|---|-----------------------|
| 0 | Unacceptable          |
| 1 | Needs Improvement     |
| 2 | Acceptable            |
| 3 | Good                  |
| 4 | Excellent/Outstanding |

**Comments:**

## **BOARD OPERATIONS – Meetings**

Board meetings are effective, efficient, orderly, and respectful. The Board members focus on the policy and governance roles of the Board.

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### Indicators:

- The agenda is properly posted and developed according to Board policy.
- Board members know how to add or change agenda items both before and during a meeting and do so in a clear, constructive manner that does not allow for surprises.
- The Board agenda reflects the goals, policies and appropriate governance role of the Board and is followed by the Board.
- The Board has procedures in place to allow for public input in a respectful manner.
- The chair runs an orderly meeting, with clear instructions and directions to the public as well as Board members.
- The Board discusses only those topics that the majority of Board members wish to take up.
- Everyone in attendance can clearly hear Board discussion.
- Board discussions are effective and result in clear decisions.
- Minutes properly record actions of the Board and are maintained as required by the public records law.
- Board members respect the confidentiality of executive sessions.
- Board members do not surprise the administration or fellow Board members at meetings.

### Board performance for this standard:

- |   |                       |
|---|-----------------------|
| 0 | Unacceptable          |
| 1 | Needs Improvement     |
| 2 | Acceptable            |
| 3 | Good                  |
| 4 | Excellent/Outstanding |

### Comments:

**BOARD OPERATIONS – Board member communications**

Board members are kept equally, fully informed on matters of Board business, and communicate with each other in a respectful and lawful manner.

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Indicators:

- Board members all receive the same information from the District Office on matters of Board business.
- Board members share information appropriately through the chair between meetings and do not surprise each other in public.
- Board members communicate with each other in a respectful manner.
- Board members respect the right of the public to observe discussion of Board and District business by Board members.
- All deliberation and discussion between Board members is held at properly posted public meetings.

Board performance for this standard:

- |   |                       |
|---|-----------------------|
| 0 | Unacceptable          |
| 1 | Needs Improvement     |
| 2 | Acceptable            |
| 3 | Good                  |
| 4 | Excellent/Outstanding |

Comments:

**BOARD OPERATIONS – Board-Staff relations**

Board members are respectful of staff members in all communications and follow Board - Staff communication policy and procedures.

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**Indicators:**

- The Board recognizes and protects the chain of command.
- The Board works with the District Administrator to provide a process, and the Board follows that process, to receive input from the staff in decision-making on significant issues where staff input is appropriate.
- Board members treat staff members in a respectful manner at all times.

**Board performance for this standard:**

- |   |                       |
|---|-----------------------|
| 0 | Unacceptable          |
| 1 | Needs Improvement     |
| 2 | Acceptable            |
| 3 | Good                  |
| 4 | Excellent/Outstanding |

**Comments:**

**BOARD OPERATIONS – Board-District Administrator relations**

The Board and District Administrator have an established operating agreement, treat each other honestly and respectfully, and communicate openly in a professional manner.

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Indicators:

- The Board supports the District Administration before critical groups and individuals in the community.
- The Board reserves any statements critical of the District Administrator's actions, and evaluation of the District Administrator for executive sessions.
- Board members fully inform the District Administrator of situations arising in the District that impact the District.
- Board members do not interfere in District operations, and fully delegate and respect the delegations of operational decisions to the District Administrator and Administration.
- Board members do not avoid difficult decisions when requested or required to take a position.

Board performance for this standard:

- |   |                       |
|---|-----------------------|
| 0 | Unacceptable          |
| 1 | Needs Improvement     |
| 2 | Acceptable            |
| 3 | Good                  |
| 4 | Excellent/Outstanding |

Comments:



## **VALUES, ETHICS, AND RESPONSIBILITY FOR SELF**

The Board, collectively and individually, takes full responsibility for Board activity and behavior, the work it chooses to do, and how it chooses to do the work.

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### **Indicators:**

- The Board polices its own members when they step outside of Board policy and agreements.
- The Board leads the District with clear goals, policies, and expectations and does not expect others to interpret the Board's intent.
- Board members do not participate in discussion or deliberation of those topics which may result in a decision which might bring them personal benefit or avoidance of a detriment.
- Board deliberations and actions are limited to Board work, not staff work.
- Board members only exercise their authority as a Board of the whole at properly posted meetings.

### **Board performance for this standard:**

- |   |                       |
|---|-----------------------|
| 0 | Unacceptable          |
| 1 | Needs Improvement     |
| 2 | Acceptable            |
| 3 | Good                  |
| 4 | Excellent/Outstanding |

### **Comments:**

## **Part 2 - Goals**

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### **Instructions**

1. Attached are forms to be completed by each Board member rating the Board's performance in meeting the goals agreed to by the Board at the beginning of the year.
2. Every Board member should rate the performance level for each goal.
3. The Board will meet to discuss the results.

### **Goal Statement 1:**

Board performance for this standard:

- |   |                       |
|---|-----------------------|
| 0 | Unacceptable          |
| 1 | Needs Improvement     |
| 2 | Acceptable            |
| 3 | Good                  |
| 4 | Excellent/Outstanding |

Comments:

**Goal Statement 2:**

Board performance for this standard:

- |   |                       |
|---|-----------------------|
| 0 | Unacceptable          |
| 1 | Needs Improvement     |
| 2 | Acceptable            |
| 3 | Good                  |
| 4 | Excellent/Outstanding |

Comments:

**Goal Statement 3:**

Board performance for this standard:

- |   |                       |
|---|-----------------------|
| 0 | Unacceptable          |
| 1 | Needs Improvement     |
| 2 | Acceptable            |
| 3 | Good                  |
| 4 | Excellent/Outstanding |

Comments:

**Adoption Date:**       **7/21/2014**

**Date Revised:**       **DATE**

**Date Reviewed:**



**SCHOOL DISTRICT OF WAUZEKA-STEUBEN**  
**BOARD MEMBER COMPENSATION AND EXPENSES**

The Board of Education member salaries shall be set at the annual meeting. Salaries will be paid in one (1) payment with the April payroll. In the event that a Board member does not complete the term of office, the salary will be prorated according to the time served. Reasonable expenses will be reimbursed at after each event.

**Legal References:** Wis. Stat. Secs. 120.07, 120.10(3), 120.10(4), 120.13(16), 120.13(32)

**Cross References:**

**Adoption Date:** 5/22/1979

**Date Revised:** 3/21/2016

**Date Reviewed:** 3/17/2014



**SCHOOL DISTRICT OF WAUZEKA-STEUBEN**

**BOARD MEMBER CONFLICTS OF INTEREST**

~~The Board of Education and individual members shall follow the letter and spirit of the law regarding conflicts of interest.~~

~~A member of the Board in his/her private capacity may not enter into negotiation for any contract if, in his/her capacity as a public official, s/he is authorized or required to take part in the awarding of the contract. Nor shall the Board member in his/her capacity as such officer or employee, participate in the making of a contract in which s/he has a private pecuniary interest, direct or indirect, nor perform in regard to that contract some function requiring the exercise of discretion on his/her part.~~

~~Private pecuniary interest is understood to include but is not limited to a personal contract with the Board or the contract of a spouse or family member with the Board. In situations which negotiation for a contract or action requiring Board exercise of discretion in regard to a contract in which a Board member's spouse or family member is a party, said Board member shall abstain from such action.~~

~~This policy does not prevent the issuance of contracts in which any single public officer or employee is privately interested which do not involve receipts and disbursements by the Board aggregating more than \$5,000 in any year.~~

~~In the event a Board member is employed by a corporation or business, which furnishes goods or services to the District, the Board member shall declare his/her association with the organization and refrain from debating or voting upon the question of the contract. It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a Board member is an employee or owner of the firm.~~

~~This policy is designed to prevent placing a Board member in a position where his/her interest in the public school and interest in his/her place of employment or the employment of a spouse or family member might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist.~~

**Legal References:** — ~~Wisconsin State Statutes §§ 19.59 (a-g)~~

**Cross References:**

**Adoption Date:** — ~~1/17/1983~~

**Date Revised:** — ~~3/21/2016~~ —

**Date Reviewed:** — ~~3/17/2014~~





**SCHOOL DISTRICT OF WAUZEKA-STEUBEN****SCHOOL BOARD MEMBER CONFLICTS OF INTEREST**

The School Board and individual Board members shall observe this policy and all applicable laws regarding conflicts of interest. The following list of issues and expectations is not intended to be a complete list of all situations in which a conflict of interest may exist under applicable law. In addition, adherence to this policy will not necessarily excuse any violation of applicable law, including in situations where (a) this policy does not address the legal issue in question; or (b) this policy is in some way an incomplete or imprecise statement of the applicable laws. Each individual Board member is ultimately responsible for personally identifying and taking appropriate action with respect to his/her own conflicts of interest in accordance with applicable law.

1. A Board member, in his/her private capacity, may not negotiate, bid for, or enter into any contract in which he/she has a private pecuniary interest (direct or indirect) if, in his/her capacity as a public official, he/she is either authorized or required to (a) take part in the making or awarding of the contract; or (b) perform in regard to that contract some official function requiring the exercise of discretion. In such a situation, the Board member cannot cure the conflict of interest or avoid violating the law by abstaining from voting on the contract as a member of the Board. The Board intends this paragraph to parallel the scope of section 946.13(1)(a), including all statutory exceptions and exclusions (e.g., for contracts under a certain aggregate value) that exist to the conduct prohibited therein. Board members are cautioned that violations of section 946.13(1) are a criminal felony.
2. A Board member may not, in his/her public or official capacity, participate in making or entering into a contract or other transaction involving receipts or expenditures on behalf of the District if such Board member has a direct or indirect private pecuniary interest in such contract or transaction. A Board member shall also avoid taking any action or performing any function in his/her official capacity that involves the exercise of discretion in regard to any such contract or transaction. The restrictions identified in this paragraph apply even if the Board member has not personally participated in the making of such contract or transaction in his/her private capacity. Should such a pecuniary interest exist, the Board member shall abstain from all consideration (e.g., debate/discussion) and action (e.g., voting) concerning the matter. In regard to some contracts, a Board member's violation of this paragraph may also be a violation of section 946.13(1)(b) of the state statutes.
3. In the event a Board member is employed by a corporation or business which furnishes goods or services to the District, the Board member shall declare his/her association with the organization and refrain from both debating and voting upon the question of the contract or transaction, and he/she shall also comply with the prohibition outlined in item (1) of this policy. Except where applicable law would prohibit the transaction or the making of the contract, it is not the intent of this paragraph to prevent the District from contracting with corporations or businesses solely because a Board member is an employee of the firm. Rather, this paragraph is intended to prevent placing a Board member in a position in which his/her interest in the public schools and interest in his/her place of employment might conflict and to avoid appearances of any conflict of interest, even though such conflict may not exist.
4. All members of the Board are required to adhere to the statutory Code of Ethics for Local Government Officials ("Code"), including the requirement that no Board member may use

his/her position or office to obtain financial gain or anything of substantial value for the private benefit of him/herself, his/her immediate family, or for an organization with which he/she is associated. Another example of conduct prohibited by the statutory Code is that no Board member may solicit or accept from any person, directly or indirectly, anything of value if it (1) could reasonably be expected to influence the Board member's vote, official actions, or judgment, or (2) could reasonably be considered as a reward for any official action or inaction on the part of the Board member. In the event that a Board member receives (e.g., in an unsolicited fashion) any item that the Board member is prohibited by law from accepting or retaining, the Code identifies a list of acceptable methods of divesting of the item. The Board intends that the definitions found in Subchapter III of Chapter 19 of the state statutes be used to define specific terms that are used in this paragraph.

5. No Board member shall hold more than one public office or a position of public employment, or any combination thereof, where the simultaneous roles would be legally incompatible. As a specific example, no current Board member will be simultaneously employed by the District in any other capacity due to the incompatibility of the Board member's public office with such employment.
6. No Board member shall use confidential District records or any confidential information regarding the affairs of the District that the Board member has access to in his/her official capacity to inappropriately advance a private interest or for the private financial benefit of any person.

Notwithstanding the prohibitions identified above, there may be narrow circumstances under which, for example, a Board member whose spouse is employed by the District may lawfully participate in discussing and deciding a general policy matter that affects a broad class of individuals that includes the Board member's spouse, such as a general employment policy decision that affects staff working conditions and that does not affect the Board member's spouse in a way that differs materially from the effect on most other employees. The individual Board member must assess such issues on a case-by-case basis. Further, any such possible allowance permitting the Board member's participation in quasi-legislative general policy matters is presently understood not to apply to decisions that address certain items of substantial value or substantial monetary benefit, such as a wage schedule that is applicable to the Board member's spouse or a District group insurance benefit under which a Board member or his/her spouse has coverage.

The following are additional examples of situations in which a conflict of interest or an issue regarding partiality or bias may arise and in which the affected Board member needs to determine an appropriate course of action:

1. An individual who is a close relative of the Board member is (a) employed by the District; (b) seeking employment with the District; or (c) seeking to engage in any business transaction with the District; and
2. A Board member's own child attends school in the District or participates in other District programs, and an issue arises in which the Board member's child is directly involved (e.g., a disciplinary matter) or which would uniquely affect the Board member's child.

#### **Legal References:**

**Wisconsin Statutes:** Sections 19.42, 19.46(2), 19.59, 19.59(5), 120.20, 946.12, 946.13

#### **Cross References:**

**Adoption Date:**



**SCHOOL DISTRICT OF WAUZEKA-STEUBEN****BOARD MEMBER ELECTRONIC COMMUNICATIONS**

Electronic mail (e-mail), computer transmissions, and/or any other forms of electronic communications by members of the School District of Wauzeka-Steuben Board of Education under some circumstances may be considered a meeting under the Wisconsin Open Meeting Law. Therefore, subject to applicable Board policies and legal requirements, e-mail will be used by the Board only for the purpose of communicating the following matters:

1. Messages between Board members or between Board members and employees that **are for information sharing purposes only and** do not involve **interactive** exchange of opinions constituting discussion, deliberation, or decision-making on subjects within the realm of the Board's authority;
2. Possible meeting agenda items between the District Administrator and the Board President;
3. ~~A Board meeting agenda or public record information concerning items on the agenda;~~
3. Requests for public record information pertaining to District operations;
4. Responses to questions posed by members of the public, administrators, students or school staff.

Under no circumstances shall Board members use electronic communications to **interactively** communicate among themselves regarding Board business on subjects within the Board's realm of authority or which could be considered an invasion of privacy if the messages were to be monitored by another party.

Board members shall be provided with an e-mail account on the District file server. These accounts will be managed and archived by the District's legal custodian(s) of records on behalf of Board members as allowed by law. Board members are strongly encouraged to use their District e-mail account for all school-related business. Board members who use a private e-mail account for official business, or who receive electronic messages at a private electronic address/number related to official business, will be expected to forward any such electronic messages to their District e-mail account. Board members, who choose not to forward and reply to messages via the District e-mail server, accept personal responsibility for compliance with the Wisconsin Public Records Law **including responding to requests and all minimum maintenance and retention requirements.**

There should be no expectation of privacy for any messages sent or received via the District e-mail system. Messages that have been deleted may still be accessible on the file server or other such device. Accordingly, unless an exemption applies, such e-mail messages, deleted or otherwise, may be subject to disclosure under the Wisconsin Public Records Law.

**Legal References:** Wisconsin State Statutes §§ Chapter 19, Subchapter II, IV and V; Sections 120.13(28), 943.70, 947.0125

**Cross References:** Policies 171 Regular Board Meetings, 363.2 Internet Safety and Acceptable Use

**Adoption Date:** 6/16/2014

**Date Revised:**

**Date Reviewed:**

**SCHOOL DISTRICT OF WAUZKA-STEUBEN****REGULAR BOARD MEETINGS**

Regular meetings of the Board of Education of the School District of Wauzeka-Steuben shall be held once a month usually on the third Monday at 6:30 p.m. Change of dates and times will be announced and posted. A schedule of school district board and committee meetings will be published no later than August 31<sup>th</sup> of each year.

No regular Board meeting shall extend beyond 10:30 p.m. without a motion in open session passed by majority vote to grant an extension. Only one (1) half-hour extension shall be allowed per meeting.

Except as otherwise provided by a decision of the Board, or unless the presiding officer who is responsible for issuing public notice of a regular meeting, or his/her authorized designee, determines that a change of location for a regular meeting is advisable due to the number of anticipated attendees or other extenuating circumstances, regular meetings of the Board shall normally be held at the school library.

The Board President, or an authorized designee acting on the President's behalf, shall ensure that public notice of each regular Board meeting is given in accordance with the requirements of the Open Meetings Law, Board policy, and any other legal requirement for public notice that may apply to the particular meeting. To the extent consistent with applicable law, the Board may convene in a closed session during its meetings.

The Board President and Clerk shall ensure that minutes of each Board meeting are recorded, approved, signed, and filed in the Board records. To the extent required by law, the proceedings of Board meetings shall be publicly disseminated within 45 days after the meeting.

The Board, with the assistance of the District Business Office, shall ensure that a detailed record of applicable receipts and expenditures is available for public inspection upon request and at Board meetings to the extent required by law.

**Legal References:****Cross References:**

**Adoption Date:** 7/23/1973

**Date Revised:** 10/21/1996; 9/15/2003; 3/21/2016; 12/17/2018

**Date Reviewed:** 3/17/2014





**SCHOOL DISTRICT OF WAUZEKA-STEUBEN**

**AGENDA PREPARATION, FORMAT, AND DISSEMINATION**

The District Administrator shall prepare all agendas for meetings of the Board of Education. In doing so, the District Administrator may consult with the Board of Education and appropriate members of the Administrative staff.

Any Board of Education member, staff member, **parent**, student, ~~or~~-citizen of the District, **or other individual with legitimate interest in the District** may suggest items of business. Items for the agenda and dissemination to the Board are to be given to the District Administrator by noon the Monday before the regular Board meeting. This will allow information to be sent electronically and hard copies to be available for pickup for the Board members by office closing time the Wednesday before the regular Board meeting. ~~The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the District Administrator or Board.~~ The District needs to prioritize and limit the scope of the agendas for specific meetings, and the Board retains for itself the discretion to make final decisions regarding when, if at all, particular items of business will be included on an agenda for a Board meeting. Accordingly, suggesting or requesting an item for possible consideration in no way guarantees actual placement of the item on a meeting agenda. ~~The regular meeting agenda, however, shall always allow suitable time for the remarks of the public who wish to speak briefly before the Board of Education.~~

A consent grouping on the agenda may be used for those items which usually do not require discussion or explanation as to the reason for Board action. All items on the consent agenda will be acted upon under a single motion. Any item may be removed from the consent agenda by the request of a Board member, prior to the motion, ~~and a second to approve~~. All items removed from the consent agenda will be considered separately

The agenda, together with supporting materials, shall be distributed to Board of Education members sufficiently prior to the Board of Education meeting, if at all possible, to permit them to give items of business careful consideration. The agenda shall also be made available to the press, representatives of the community, staff, student organization, and others upon request.

**Legal References:**

**Cross References:**

**Adoption Date:** 9/15/2003

**Date Revised:** 3/21/2016; 11/21/2016

**Date Reviewed:** 3/17/2014



**SCHOOL DISTRICT OF WAUZEKA-STEUBEN****SPECIAL BOARD MEETINGS****Requesting, Calling, and Holding a Special Meeting**

A special meeting of the School Board is a meeting initiated by an individual Board member as further provided under state law and this policy.

1. A special meeting shall be held upon the written request of any Board member. The request shall be filed with the Board Clerk or, in the Clerk's absence, the Board President.
2. The Board officer who receives the written request, or an authorized designee acting on behalf of the officer, shall establish a reasonable date, time, and place for the special meeting **and** issue notice of the date, time, and place of the meeting to each Board member.
  - a. Notice to the members of the Board shall be given in a manner that is likely to give notice to each Board member. Normally, and in the absence of any special circumstances, it shall be sufficient to send an electronic mail message containing the relevant information to the primary email address that each Board member uses for Board-related communications. Although a Board member's actual and timely receipt of notice of the relevant information regarding a special meeting shall also be considered sufficient notice, this paragraph does not require or guarantee a Board member's actual receipt of the notice that is issued.
  - b. Except as otherwise permitted by state law, notice to the members of the Board shall be issued so that it arrives, or could reasonably be received, at least 24 hours prior to the start of the meeting.
  - c. In lieu of providing adequate prior notice to all Board members, a special meeting may still be held with the consent of **all** Board members, as further provided in state law. Specifically, the advance notice requirement or any defect in giving such notice to any Board member(s) is waived if all Board members consent to holding the special meeting by either:
    - (1) Personally attending the special meeting and consenting; or
    - (2) Providing written consent even though the Board member does not personally attend the special meeting.”]

**Public Notice and Minutes of Special Meetings**

Public notice of special Board meetings, including but not limited to the subject matter of the meeting, shall be given in accordance with the Open Meetings Law and Board policy.

The Board President and Clerk shall ensure that minutes of each Board meeting are recorded, approved, signed, and filed in the Board records. To the extent required by law, the proceedings of Board meetings shall be publicly disseminated within 45 days after the meeting.

**Legal References:****Wisconsin Statutes**

**Sections 19.81(2), 19.83, 19.84, 19.85, 120.11(2), 120.11(4)**

**Cross References:**

**Adoption Date:**

**SCHOOL DISTRICT OF WAUZEKA-STEUBEN****PUBLIC PARTICIPATION AT BOARD MEETINGS**

Meetings of the School Board are conducted for the purpose of carrying on the business of the school district, and therefore, are not public meetings, but meetings held in public. All Board and Board committee meetings shall be open to the public except closed sessions. The Board members shall not act upon any item of business not included in the public notice of the meeting. However, the Board desires to hear the viewpoints of District residents.

Every Regular Board Meeting agenda shall allow up to a 15-minute period for public presentations, or as determined by the Board President based upon the number of individuals desiring to speak and the length of the agenda. Citizens are asked to register at the Board meetings with their name, address, and topic so such matters may become part of the public record. Citizens wishing to make comments at the Board meeting may speak for no more than three (3) minutes on their topic. The Board shall listen, but not respond to the presentation, nor shall the Board take action on the topic unless it is part of the agenda which has been properly noticed to the public.

If an individual's need to speak to the Board cannot be met in this manner, the individual will provide a written outline of the topic(s) to be presented prior to the Board meeting.

Written correspondence may be directed to the Board through the Board President or District Administrator. Anonymous correspondence will not be acknowledged.

~~The Board will not hear complaints against school personnel or complaints against any person connected with the school system.~~ Such complaints Concerning school personnel, students, or other person(s) connected with the school system should be made in accordance with established board policies and procedures.

The Board shall not act on or discuss any items from Public Comment. The Board shall limit itself to:

1. No immediate response.
2. Answering/asking basic questions for clarification only.
3. Placing the matter on a future agenda.
4. Referring the matter to administration or committee.

~~The presiding officer of the Board meeting shall have the authority to maintain proper order in connection with any authorized public participation during a Board meeting, including the authority to (1) recognize speakers; (2) enforce established time limits; (3) request that speakers voluntarily redirect specific complaints and grievances to appropriate District procedures; and (4) terminate the remarks of any individual who does not adhere to established rules and procedures for public participation, who speaks in a threatening or profane manner, whose comments are repetitive of that person's previous comments, or whose conduct is disruptive and impedes the Board's ability to conduct its business in an orderly and timely fashion.~~

If a person who intends to address the Board at an upcoming meeting wishes to request a reasonable accommodation that may be necessary for that person to have appropriate access to the public comment forum, he/she may make the request by contacting the Office of the District Administrator or the District's Americans with Disabilities Act (ADA) Coordinator in advance of the meeting. In some cases, the length of the advance notice that is provided can affect the District's ability to make specific arrangements.

**Legal References:**     **Wisconsin State Statutes Sections §§ 19.83, 19.83(2), 19.84, 19.84(2)**

**Cross References:**   **Policies 150 School Board Governance, 171 Regular Board Meetings, 171.2 Agenda Preparation, Format and Dissemination, 187 Exhibit – Attendance Register for Board Meetings, 187 Rule – Rules/Regulations During Public Comment**

**Adoption Date:**       **6/16/2014**

**Date Revised:**

**Date Reviewed:**

**SCHOOL DISTRICT OF WAUZEKA-STEUBEN**  
**RULES/REGULATIONS DURING PUBLIC COMMENT**

**Please keep in mind the following:**

1. Time limit for this agenda **item** is 15 minutes.
2. Individuals ~~may be limited to 3 minutes or less~~ may speak no more than three (3) minutes.
3. The Board President, or presiding officer, has the authority to recognize speakers, keep time and maintain order.
4. All speakers are expected to be respectful of the Board and other individuals. Individuals making **threatening comments, using obscene or profane language, or engaging in conduct that is disruptive may be cut-off before the conclusion of their three (3) minute time allotment.**
5. Questions will be answered by the Board President, or presiding officer; or referred to other Board members or administrative staff. Questions may be referred for further study, later response, or closed session.
6. Personnel and student issues ~~are not~~ **should not be** discussed in open session and will be discouraged during Public Comment.
7. The Board shall not act on or discuss any items from Public Comment. The Board shall limit itself to:
  - a. No immediate response.
  - b. Answering/asking basic questions for clarification only.
  - c. Placing the matter on a future agenda.
  - d. Referring the matter to administration or committee.

**Legal References:**

**Cross References:**

**Adoption Date:** 6/16/2014

**Date Revised:**

**Date Reviewed:**





**School District of Wauzeka-Steuben  
Board of Education Meeting  
Attendance Register**

**Date** \_\_\_\_\_

<b>NAME</b>	<b>ADDRESS</b>	<b>STATUS</b>	<b>ISSUE</b>
		I wish to speak to Board <input type="checkbox"/>	
		I do not wish to speak to Board <input type="checkbox"/>	
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		I do not wish to speak to Board <input type="checkbox"/>	

**Adoption Date:** 6/16/2014

**Date Revised:**

**Date Reviewed:**

