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\* Identifies general policy category, is not represented by written policy

## EDUCATIONAL PHILOSOPHY AND GOALS

The School District of Weyauwega-Fremont is dedicated to the philosophy that education is necessary to transmit the knowledge, wisdom, democratic principles and cultural heritage to young people that will help to ensure the survival of the present and future generations.

The District is legally responsible for providing basic educational services to all youth of school age and morally responsible for providing educational, supplemental and enriching services for students.

The true measure of the success of the District in meeting its responsibilities is the degree toward which the Weyauwega-Fremont students grow into effective, participating citizens. It is the obligation of the school to guide and develop each student in understanding of concepts and skills, in utilizing thinking and reasoning processes and in developing personal value systems. This district promotes positive concepts of self-worth and provides opportunities for contributing to a pluralistic and changing society.

Although the nucleus of instruction consists of basic academia, the thrust of education must radiate into the realms of environmental concern, family interaction, avocational pursuits and economic understanding. The District devotes itself to all efforts which lead to the attainment, and more importantly, the application of that knowledge by employing quality professionals to provide leadership and foresight.

There is no single manner in which goals of self-fulfillment and understanding of one's physical, social, academic and cultural surroundings can be attained. The District's curriculum should, therefore, provide a foundation of learning in a variety of contexts to place the young people at the front edge of their capacity to understand themselves and their world.

The District should promote respect for scholarship, pride in self, regard for others and love of country, not only in the example set by the staff in the District, but also in the expectations placed upon the learners. Within a positive setting, the school provides the students with an opportunity to learn. The students should provide the school with an opportunity to teach by being enthusiastic participants in the act of learning. The students should bear in mind that where ever they may go, they will always be ambassadors of the school system.

Teaching and learning are best enhanced within a safe, clean, well-equipped and inviting environment. The school facilities should provide a milieu that contributes to the joy of learning.

Education does not begin nor does it end within the school. The school must serve and must be an integral part of the entire community's effort to develop its youth. The community's effort to educate its children is manifested in the school, therefore, the school must be sensitive to the aspirations of the community. Parents should be challenged to be involved in the learning process through awareness, support and/or participation. The parents and the District share a mutual responsibility for educational success. The school doors should be open not only to the children but to the parents as well.

The School District of Weyauwega-Fremont believes in meeting the unique academic, physical, vocational and aesthetic needs of all learners to encourage them to make constructive, ethical and humane contributions to community, state and nation. To this philosophy all members of this district are dedicated.

LEGAL REF.: Section 118.01; 118.13; 121.02 (1) Wisconsin Statutes

CROSS REF.: 111, Goal Setting  
411, Equal Educational Opportunities

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

## GOAL SETTING

The Board recognizes the value of the goal setting process for school improvement. Therefore, the Board shall annually develop and adopt goals to provide direction for administrative and Board action.

Board members shall be asked to submit individual goals to the district administrator, or his/her designee, annually. These goals shall be reviewed and prioritized by the Board as a whole.

Upon completion of the goal setting process, the administrative team shall develop an action plan and timetable to facilitate successful completion of the goals. Goals shall be monitored and adjusted, if necessary, throughout the school year.

A performance disclosure report shall be adopted by the Board. The report shall describe the Board's and school administration's educational goals and objectives, including learning-related performance objectives and test results required by law.

LEGAL REF.:           Section 121.01 (1) (o) Wisconsin Statutes  
                              PI 8.01 (2) (o), Wisconsin Administrative Code

APPROVED:            February 14, 1995

REVIEWED:           August 14, 2001  
                              May 20, 2013

## NONDISCRIMINATION POLICY

The School District of Weyauwega-Fremont is committed to a policy of nondiscrimination which provides that no person may be denied employment, admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, color, handicap, disability, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical appearance, arrest or conviction record, or political belief or on any other basis prohibited under federal or Wisconsin law. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, employment practices, and individuals with whom the school board does business.

The school district shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

- a. respect for the individual regardless of economic or marital status, intellectual ability, race, creed, color, religion, sex or sexual orientation, age, ancestry, pregnancy, marital and parental status, or physical, mental, emotional or learning disability, arrest or conviction record; (except where excluded by statutory requirements or licensing requirements)
- b. respect for cultural differences;
- c. respect for economic, political, and social rights of others, and;
- d. respect for the right of others to seek and maintain their own identities.

### Complaint Procedure

Any residents of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district program, employment practice, or activity on the basis of that person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability may file a written complaint with that person's teacher, building administrator, or immediate supervisor. Complaints not resolved by the teacher, building administrator, or immediate supervisor within ten (10) working days of receipt of the complaint may be submitted by the complainant to the Director of Pupil Services. The Director of Pupil Services shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Director

of Pupil Services response shall be provided to the superintendent. If the complainant is not satisfied with such response, he or she may submit a written appeal to the school board indicating with particularity the nature of disagreement with the response and is or her reasons underlying such disagreement.

The school board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The school board shall permit the complainant to address the school board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible but not to exceed ninety days following completion of the hearing. Complainants may pursue alternate actions/appeals available under state/federal laws.

#### Americans with Disabilities Act

The District is fully committed to complying fully with the Americans with Disabilities Act. To that end, the District appoints an individual to serve as the Americans with Disabilities Act (ADA) compliance officer who will oversee and administer compliance of the District with all ADA requirements as well as be responsible to conduct a self-evaluation and inspection of the facilities to ensure that the District is ADA compliant.

LEGAL REF.: Title VI, Civil Rights Act of 1964  
 Title IX, Education Amendments of 1972  
 Sections: 118.13, Wisconsin Statutes  
 504 of the Rehabilitation Act of 1973

CROSS REF.: 511.1 Nondiscrimination on the Basis of Sex: As relating to  
 Staff  
 411.1 Nondiscrimination on the Basis of Sex: Student  
 111.1 Nondiscrimination on the Basis of Disability

APPROVED: March 9, 1999

REVISED: March 13, 2001  
 May 20, 2013

## HARRASSMENT: EMPLOYEES, VOLUNTEERS, & STUDENTS

### I. POLICY

- A. It is the policy of the School District of Weyauwega-Fremont to maintain an educational and workplace environment that is free from sexual and other harassment.
- B. It is a violation of this policy for any employee, volunteer, or student of the School District of Weyauwega-Fremont to harass another employee, volunteer, or student, through conduct or communications of a sexual nature, or other protected classes as defined under "DEFINITIONS" below:

### II. DEFINITIONS

- A. **HARRASSMENT:** Verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment, or interferes with the individual's work or learning performance.

Examples of conduct which may constitute harassment include, but are not limited to, the following:

- 1. Jokes or inappropriate comments about disabled persons.
  - 2. Comments about one's age, nationality, body size, or economic status.
  - 3. Displaying materials that make fun of a person's age, nationality, body size, or economic status.
  - 4. Hazing activities.
- B. **SEXUAL HARRASSMENT:** According to guidelines issued by the Equal Employment Opportunities Commission (EEOC) 29 C. F. R. – Part 1604.11, harassment on the basis of sex is a violation of Section 703 of TITLE VII of the Civil Rights Act of 1964, the Education Amendments of 1972, the Wisconsin Fair Employment Act (sec 111.32(13), Wis. Stats. and sec. 111.36 (1)(b), Wis. Stats.), and the Wisconsin Pupil Discrimination Prohibition (sec., 111.13, Wis. Stats. and Wis. Adm. Code P19).

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, academic

status, academic progress, employee progress benefits, services, honors, programs, or activities available at or through the school.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive environment.

Examples of conduct which may constitute sexual harassment include, but are not limited, to the following:

1. leering, flirtations, propositions, or unsolicited inappropriate gestures of a sexual nature, or
2. sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions, or
3. graphic verbal comments about an individual's body, or overly personal conversation, or
4. sexual jokes, stories, drawings, pictures, teasing and sexual remarks, or
5. spreading of sexual rumors, or
6. touching of an individual's body or clothes in a sexual way, or
7. as a condition for academic, student activity, or employee privileges, submission to unwanted sexual conduct, or
8. cornering or blocking of normal movements in a sexual nature, or
9. displaying sexually suggestive objects or materials, or
10. pressure for sexual activity, or
11. hazing or initiations rites of a sexual nature, or
12. unsolicited, inappropriate gestures suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, favors or preferential treatment.

NOTE: If any of the above actions or behaviors constitute a sexual assault in accordance with Wisconsin statutes, law enforcement and the appropriate agencies will be notified immediately upon knowledge.

### III. IDENTIFICATION/TRAINING OR COMPLAINT INVESTIGATORS

- A. Each building principal shall be responsible for receiving harassment complaints and forwarding the complaint to appropriate personnel.
- B. The Director of Pupil Services is the designated district harassment officer.

### IV. REPORTING PROCEDURE/INVESTIGATION FOR STUDENTS

- A. The school board encourages and expects students to immediately report incidents of harassment to any teacher, counselor, or administrator at the school site, preferably within 24 hours of the event or incident.
- B. The enforcement of this policy and complaints regarding allegations of harassment under this policy shall be processed according to the following procedures:
  - 1. Any employee who has received a report, verbal or written, from any student regarding harassment of that student or another student by a student or nonstudent in the educational setting must forward that report to the building principal, harassment officer, and/or his/her designee.
  - 2. Upon receipt of an oral complaint of harassment, the building principal and/or his/her designee will investigate the complaint as soon as possible.

Written documentation of the investigation will be made by the building principal and/or his/her designee and will remain at the building site. The written documentation of the investigation will be maintained in the same manner as other confidential school district public records.

The building principal and/or his/her designee will contact the parent(s)/guardian(s), as soon as practical after the initiation of the investigation, by telephone or by certified mail (return

receipt requested with certified mail article number to be included on correspondence).

3. If a written complaint on the approved form is filed, the director of pupil services and/or his/her designee must be notified. A formal written complaint shall include the specific nature of the harassment, the facts upon which the complaint is based, corresponding dates, the complainant's name, address, phone number, and parent(s)/guardian(s) name.

The building principal and/or his/her designee will contact the parent(s)/guardian(s) of the complainant, as soon as practical after the initiation of the investigation, by telephone or certified mail (return receipt requested with certified mail article number to be included on correspondence).

4. Each complaint of harassment shall be completely and promptly investigated in a way that respects the privacy and legal rights of all parties concerned.
5. The building principal, harassment officer, and/or his/her designee will put the findings of the investigation in writing and will forward a copy to the district administrator and/or his/her designee, as soon as practical after concluding the investigation.
6. The investigator will communicate the findings of the investigation to the complainant and alleged harasser as expeditiously as possible allowing each individual an opportunity to respond. Further investigation may be warranted after the findings of the investigation are communicated to the complainant and the alleged harasser.
7. If the evidence warrants, the building principal, the director of pupil services and/or his/her designee shall exercise discretionary authority to discipline the employee, volunteer, or student involved. The level of discipline for students will be in accordance with the student conduct policy. The discipline of volunteers will be at the discretion of the appropriate administrative official. An adult employee who is found to have violated this section of this policy will be disciplined in accordance with the applicable collective bargaining agreement and/or school district policy. (See section VI, subsection A and subsection B of this policy for a further explanation of possible disciplinary actions.)

8. Results may be indeterminate. If so, the matter will be recorded as unresolved and the record will be maintained by the school district separate from any student or personnel file. The confidential file will be kept at the building site and at the pupil services office and maintained in the same manner as other confidential school district public records.
9. The appeal procedure for students is the same as outlined in Article V, No. 5 for employees/volunteers.

The above reporting/investigation procedures apply to an internal investigation by the school district.

Nothing in this reporting/investigation procedure shall relieve any employee of the school district from the reporting obligation imposed under the Child Abuse Neglect and Reporting Act and School District Policy and Regulation.

V. REPORTING PROCEDURES/INVESTIGATION FOR EMPLOYEES/VOLUNTEERS

- A. The building principal and/or his/her designee is responsible for enforcing federal/state regulations concerning harassment at his/her work site. The director of pupil services is the designated harassment officer for the district.
- B. The enforcement of this policy and any complaints regarding allegations of harassment under this policy shall be processed according to the following procedure:
  1. Any employee wishing to report a complaint or incident of harassment shall report the incident to the building principal/designee or administrator preferably within 24 hours of the event or incident. If the complaint involves the employee's supervisor, the employee should report the incident or complaint to a higher authority.

Oral complaints involving employees or volunteers will be handled in the same manner as formal written complaints as enumerated in Article IV, Section 2.

A formal written complaint shall include the specific nature of the harassment, the facts upon which the complaint is based, corresponding dates, the name, address, phone number, and parent(s)/guardian(s) name of the complainant if applicable.

The building principal or his/her designee will promptly notify the director of pupil services regarding the complaint and file a copy of the complaint with the director of pupil services and/or his/her designee.

The building principal or his/her designee will fully and promptly investigate the complaint, notify the person who has been accused of harassment, arrange meetings to discuss the complaint with all concerned parties, and submit a report of the results of the investigation to all parties within ten (10) working days after receipt of the written complaint.

Written documentation of the investigation will be made by the building principal, harassment officer, or his/her designee and shall be placed in the personnel file. The written documentation of the investigation will be maintained in the same manner as other confidential school district public records.

If the evidence warrants, the building principal may exercise discretionary authority to discipline the employee, volunteer, or student involved.

2. If either party is not satisfied with the result of the investigation by the building principal, he/she may submit a written appeal to the director of pupil services indicating the reasons for the disagreement. Such appeal must be filed within ten (10) working days after receipt of the building principal's/director's report.

The director of pupil services will arrange a meeting with the parties, at a mutually agreeable time, to discuss an appeal if requested by either party or deemed appropriate by the director of pupil services. The director of pupil services will give a written response to the appeal within thirty (30) working days.

If the evidence warrants, the director of human resources may exercise discretionary authority to discipline the employee, volunteer, or student involved.

3. If either party or the director of pupil services wishes to pursue the matter further, either party may file an appeal requesting a meeting with the superintendent or his/her designee within ten (10) working days after the decision in Step 2 has been rendered. The superintendent or his/her designee shall review the matter with the appropriate parties and provide a response to the appeal as soon as practical.

4. If either party or the superintendent wishes to pursue the matter further, either party may file an appeal requesting a hearing with the school board within ten (10) working days after the decision in Step 3 has been rendered. The school board will hear evidence regarding the matter and take appropriate action to resolve the matter as expeditiously as possible but not to exceed ninety (90) days following completion of the hearing.

## VI. DISCIPLINE/CONSEQUENCES

- A. Any person who engages in harassment in the school setting shall be subject to disciplinary action.

Any employee who permits harassment of students, other employees, or volunteers shall be subject to disciplinary action up to and including dismissal.

- B. Any employee who receives a complaint of harassment from a student, other employee, or volunteer shall act promptly to forward that complaint to the principal and director of pupil services, who are designated to receive notice of all harassment complaints. If the employee fails to act promptly, he/she shall be disciplined appropriately.

## VII. SANCTIONS

- A. Students, employees, or volunteers are encouraged to file a bona fide complaint of conduct prohibited by this policy to fully advise the school board of any instances of improper conduct or violations of this policy. Individuals who retaliate against an employee, volunteer, or student who files a bona fide complaint or an appeal under this policy or assists in an investigation under this policy shall be subject to immediate, appropriate disciplinary action for such conduct.
- B. The school district prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of harassment or an appeal will not reflect the student, employee, or volunteer's academic standing, rights, or privileges.
- C. No employee, volunteer, or student shall provide false information to school district officials at any time. If a person provides false information to school district officials regarding a complaint, proceeding, employment application, or other matter, appropriate disciplinary action may be taken against the individual who provided the false information up to and including dismissal.

## VIII. ENFORCEMENT

Each principal has the responsibility of maintaining a work environment and/or educational environment free of harassment. Site managers shall take appropriate actions to reinforce the school district's harassment policy. These actions will include:

1. Promptly removing vulgar or sexually offensive graffiti/material.
2. Providing staff inservice.
3. Providing student instruction about harassment.
4. Taking appropriate disciplinary action.
5. Instructing students, employees, and volunteers on the procedures for reporting harassment within the educational setting on an as needed basis.
6. If a student is 18 years old and has directed that he/she wishes to be treated as a legal adult, written communication must be sent only to the student.

Nothing in this policy shall preclude the school district from notifying the legal authorities or enforcing existing disciplinary policy and procedure.

## IX. NOTIFICATION

A. A condensed version of this workplace harassment policy shall:

1. Be included in the notifications sent to parent(s)/guardian(s), students, employees, and volunteers at the beginning of each school year.
2. Be displayed in prominent, easily accessible locations.
3. Appear in any district building or publication that sets forth the school or school district's comprehensive rules, regulations, procedures and standards of conduct.

B. Whenever an occurrence of harassment impacts a student, parent(s)/guardian(s) will be notified by phone or in writing as soon as possible. This letter should be sent via certified mail (return receipt requested).

CROSS REF.: 411 Equal Education Opportunities  
440 Student Rights and Responsibilities  
443 Student Conduct  
552.3 False Information Provided by Individuals  
111 Nondiscrimination

LEGAL REF.: (EEOC) 29 C, F, R, (1604.11)  
Title VII of the Civil Rights Act 1964. Sec. 703  
Wisconsin Fair Employment Act (Sec. 111.32 (B))  
WI Statutes Sec. 111.36 (1) 1 (b)  
WI Pupil Discrimination Prohibition (Sec. 118.13)  
WI ADM. CODE P.19

REVIEWED: May 20, 2013



## SCHOOL DISTRICT LEGAL STATUS

The legal basis for public education in the school district is vested in the will of the people as expressed in the Wisconsin Constitution. Public education is primarily a state responsibility and a local school district's function.

The official name of this school district is the "School District of Weyauwega-Fremont". It is classified as a common school district, and includes part or all of the townships of Fremont, Lind, Mukwa, Royalton, Waupaca and Weyauwega, the city of Weyauwega and the village of Fremont in Waupaca County; the townships of Bloomfield and Saxeville in Waushara County; and the township of Wolf River in Winnebago County.

The District shall be under the management and control of an elected school board, which shall act as an agent of the state and govern the public schools in accordance with state law.

LEGAL REF.: Wisconsin Constitution, Article X, Section 3  
Section 115.01 (5) Wisconsin Statutes

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

## CONFLICTS OF INTEREST

The Weyauwega-Fremont School District Board of Education recognizes that conflicts of interest are to be avoided if the public's confidence in the School Board, and the School District's operations as a whole, is to be maintained. The intent of this policy is to preclude the possibility that a Board Member or District employee may be placed in a situation where his/her personal interests may affect his/her judgment on matters relating to District operations. The following applies to School Board Members and School District employees:

1. No School Board Member may be employed by the School District in any capacity.
2. No School Board Member or District employee shall participate in the making of a contract with the District, in either his/her private or official capacity, in which the Board Member or employee has a pecuniary interest, either direct or indirect, which, in the aggregate totals more than \$15,000.00 per year.
3. If a School Board Member has a pecuniary interest, either direct or indirect, in a matter before the Board, the Board Member shall abstain from discussion, consideration, action, or voting on the matter regardless of the monetary amount involved.
4. No School Board Member or District employee shall accept any gift or favors of any value that is intended to influence him/her in the discharge of his/her duties. This provision shall not prohibit contributions to the election campaign of a candidate for the School Board.
5. No School Board Member or District employee shall use confidential District information concerning the affairs of the School District for personal gain for him/herself or others.

LEGAL REF.: Wisconsin Statutes Sections 946.12  
946.13

APPROVED: July 16, 2002

REVIEWED: May 20, 2013

## **SCHOOL BOARD LEGAL STATUS**

The Weyauwega-Fremont Board of Education derives its authority to govern the local schools directly from the Wisconsin Constitution and the state statutes. However, the Board also recognizes that it has a responsibility to ensure the highest possible educational level for the students of the Weyauwega area.

### Number of Board Members

The Board shall consist of seven (7) members representing the following areas in whole or in part:

1. The townships of Waupaca, Saxeville and Lind - one (1) member
2. The townships of Royalton and Mukwa - one (1) member
3. The townships of Wolf River and Bloomfield - one (1) member
4. The township of Weyauwega - one (1) member
5. The township of Fremont - one (1) member
6. The village of Fremont - one (1) member
7. The city of Weyauwega - one (1) member

### Terms of Office

Board members shall serve for a term of three (3) years and/or until their successors are elected and qualified.

LEGAL REF.: Sections 120.01 (2); 120.06 (2) (3); Wisconsin Statutes  
Wisconsin Constitution, Article X - Section 3

CROSS REF.: 131, Board Elections  
150, School Board Powers and Duties

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

## SCHOOL BOARD ELECTIONS

The Board of the School District of Weyauwega-Fremont shall be elected at the general election held on the first Tuesday in April of each year, following the procedure outlined for such election by state statutes.

Board members shall be elected at large by a plurality vote of the electors of the District and shall represent specific geographic areas. Two (2) members of the seven (7)-member board shall be elected each year, with the exception of every third year when three (3) members shall be elected.

An elected Board member's term of office shall commence on the fourth Monday in April. Before taking office, a Board member must take and sign an oath of office administered by the Board Clerk.

LEGAL REF.:           Sections 120.03     Wisconsin Statutes  
  120.06

CROSS REF.:           130, School District Legal Status

APPROVED:            February 14, 1995

REVIEWED:           August 14, 2001  
                                  May 20, 2013



## BOARD OFFICERS

At its first regular meeting following the spring election, the Board shall elect Board officers consisting of a President, Vice-President, Clerk and Treasurer. The term of office of each officer shall be one (1) year.

### Duties of President

The president shall:

1. Act as chairman of Board meetings and see that minutes of meetings are properly recorded, approved and signed.
2. Consult with the district administrator prior to each meeting to determine an agenda.
3. Call to order all district annual and special meetings.
4. Appoint pro-tempore officers in the absence of the Clerk or Treasurer.
5. Countersign all orders as provided in the state statutes, or, if authorized by the Board, allow the use of a facsimile of his/her signature.
6. Defend on the part of the District all actions brought against it.
7. Prosecute, when authorized by the district meeting or Board, actions brought by the District.
8. Serve as an ex officio member of all Board committees.
9. Perform the duties and exercise the privileges outlined in Robert's Rules of Order.
10. Perform all other duties prescribed by state law or assigned by the Board.

### Duties of Vice-President

The Vice-President shall:

1. Act as chairman of all regular and special Board meetings in the absence of the President.
2. Have all the duties and powers of the President in the President's absence, as allowed by state law.
3. Perform the duties outlined in Robert's Rules of Order.
4. Perform other duties as may be assigned by the Board.

Duties of Clerk  
The Clerk shall:

1. Act as clerk and record the proceedings of Board meetings.
2. Enter in the record book provided by the Board the minutes of its meetings, orders, resolutions and other proceedings.
3. Sign all checks authorized by the Board, or, if authorized by the Board, allow the use of a facsimile of his/her signature.
4. Deliver to municipal clerks before the last working day of October, a statement showing the amount of taxes voted and the amount of tax to be collected in each year for the annual payment of any loan or bonded indebtedness.
5. Receive whatever assistance from the District's central office is necessary in preparing communications and reports.
6. Notify each Board member of his/her election to serve on the Board within eight (8) days of the election or appointment.
7. Sign all district warrants either individually or by facsimile signature as authorized by the Board.
8. Perform the duties outlined in Robert's Rules of Order.
9. Perform all other duties as prescribed by law or assigned by the Board.

Duties of Treasurer  
The Treasurer shall:

1. Within fifteen (15) days after his/her election, execute and either file a bond executed by two (2) qualified sureties approved by the Board or file a surety company bond in an amount to be determined by the Board. The amount shall be at least five percent (5%) of the annual school district budget.
2. Apply for, receive and sue for all money appropriated to or collected for the District (including money raised in extracurricular activities) and disburse the same in accordance with state law.
3. Present to the annual meeting a written statement of all money received and disbursed by him/her during the preceding year.

4. Deposit district funds immediately upon receipt in the public depository(ies) named by the Board.
5. Receive whatever assistance from the District's central office is necessary in preparing reports and carrying out his/her duties.
6. Sign all checks, or, if authorized by the Board, allow the use of a facsimile of his/her signature.
7. Perform the duties outlined in Robert's Rules of Order.
8. Perform such duties as otherwise required by state law or assigned by the Board.

LEGAL REF.:           Sections 120.05     Wisconsin Statutes  
                                  120.13 (23)  
                                  120.15  
                                  120.16  
                                  120.17

APPROVED:           February 14, 1995

REVIEWED:           August 14, 2001  
                                  May 20, 2013

## SCHOOL ATTORNEY

The Board of Education may direct and provide for the prosecution or defense of any action or proceedings in which the School District of Weyauwega-Fremont is involved.

The Board may appoint an attorney at its discretion to advise and represent the District in all matters requiring legal counsel. The school attorney will serve in an advisory capacity to both the Board and the district administrator.

A decision to seek legal advice or assistance on behalf of the District will normally be made by the district administrator or Board President. Such action will be taken as it is consistent with Board policy or standard practice and meets an obvious need of the District. It may also take place as a consequence of normal Board direction.

LEGAL REF.:           Sections 120.10 (4)           Wisconsin Statutes  
                                  120.13 (9m)  
                                  120.15 (2) - (4)

APPROVED:           February 14, 1995

REVIEWED:           August 14, 2001  
                                  May 20, 2013

## BOARD POWERS AND DUTIES

Subject to the authority vested in the district meeting and to the authority and powers specifically given to other officers, the Board of Education shall have the possession, care, control and management of the property and affairs of the District. In addition, the Board shall:

1. Keep district buildings and grounds in good repair, suitably equipped and in safe and sanitary condition at all times.
2. Keep the buildings and equipment amply insured.
3. Provide and maintain enough suitable and separate toilets and other sanitary facilities for both sexes at each school.
4. Annually file an inventory of district property.
5. Designate the bank or banks where money belonging to the District shall be deposited.
6. Determine the sum necessary to be raised in order to maintain the District if the annual meeting has not voted a tax sufficient for such purposes.
7. Provide books and school supplies for indigent children enrolled in the Public School District of Weyauwega-Fremont.
8. Exercise general supervision of the schools.
9. Provide for educational needs on a tuition basis, if needed.
10. Perform other duties and exercise such powers outlined in the Wisconsin Statutes.

LEGAL REF.:           Sections 120.12     Wisconsin Statutes  
  120.13

CROSS REF.:           111, Goal Setting  
  161, Board Member Authority

APPROVED:           February 14, 1995

REVISED:             August 14, 2001

REVIEWED:           May 20, 2013

## **BOARD POLICY DEVELOPMENT**

The Board of Education may adopt, revise or rescind any policy by a majority vote of the Board.

The district administrator may, in the case of an emergency, suspend any part of the Board's policies pertaining to the administration of schools, provided that the district administrator report on the emergency at the Board's next meeting. The suspension of policies shall expire at the time of the district administrator's report unless the suspension is continued by the Board.

The Board shall periodically review the policies it adopts to determine if the policies are adequate and practicable.

All revisions shall be printed and distributed to all persons who have in their possession copies of the Board's policy manual.

CROSS REF.:        151.1, Policy Dissemination  
                          151.2, Administration in Policy Absence

APPROVED:        February 14, 1995

REVIEWED:        August 14, 2001  
                          May 20, 2013

## POLICY DISSEMINATION

The district administrator shall make reasonable efforts to disseminate policies adopted by the Board to employees of the District, students and the community. Copies of the District's policy manual shall be distributed as follows:

1. One (1) to each of the school offices.
2. One (1) to each Board member.
3. One (1) on the Internet School District of Weyauwega-Fremont Webpage.

All policy manuals distributed are the property of the Board and shall be considered as "on loan". They are subject to recall at any time deemed necessary by the district administrator for purposes of updating.

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

REVISED: August 11, 2003

## **ADMINISTRATION IN POLICY ABSENCE**

The district administrator shall have the power to act in situations where the Board has provided no policy. The district administrator's decisions shall be subject to review by the Board at its next meeting.

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

## **BOARD REVIEW OF ADMINISTRATIVE RULES**

The Board shall review administrative rules when required by law or requested by the administration or a Board member. In addition, the Board reserves the right to review, modify and veto administrative rules should the Board find the rules are inconsistent with statutory law, case law, or with the policies adopted by the Board.

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

## EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The Weyauwega-Fremont Board of Education recognizes the need for self-evaluation. The goal is to improve the operation of the School board as it carries out its legal and ethical responsibilities.

The Board will establish a process and an evaluation instrument to assess its own performance. The evaluation instrument will include both at Board evaluation and a self evaluation of 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. The board will review all areas with a rating of less than an average score of three.

Yearly goals will be developed from the priority list and for those areas which the board agrees are most important.

Self evaluation will take place each spring.

CROSS REF:        152a , Weyauwega-Fremont School Board Evaluation  
                         152a(1) School Board Evaluation Form  
                         152a(1a) Item Summary & Average Score  
                         152a(2) Personal Self-Evaluation

APPROVED:        February 14, 1995

REVISED:         August 1998

REVIEWED:        August 14, 2001  
                         May 20, 2013

## WEYAUWEGA-FREMONT SCHOOL BOARD EVALUATION

The Board evaluation will be completed in the following areas

- A. Orientation
- B. School Board Meeting
- C. Policy and Planning
- D. Board and District Administrator
- E. School Program
- F. School Community Relations
- G. Finance
- H. Personnel Relations

Each question should be answered honestly, and the ratings which best describe the Board's present operation should be circled.

The individual evaluations will be tabulated on a score sheet and the average score of each item will be calculated.

Any item with an average score of less than three (3) will require further consideration for Board Goal Development.

APPROVED: August 1998

REVIEWED: August 14, 2001  
May 20, 2013

## SCHOOL BOARD EVALUATION FORM

Use the following rating scale and circle the appropriate number.

- 5 = Always  
4 = Frequently  
3 = Sometimes  
2 = Occasionally  
1 = Never

### **A. ORIENTATION**

1. The system has an operational program to acquaint new school board members with essential information needed to carry out their duties. 5 4 3 2 1
2. Literature containing pertinent education materials of value to school board members is available. 5 4 3 2 1
3. The District Administrator and Administrative Staff continually update board members on new and current programs and operations of the school system. 5 4 3 2 1
4. Inservice activities conducted are provided in the school budget and are made available to school board members. 5 4 3 2 1
5. Resources of related organizations (DPI, WASB, WASDA, CESA) are utilized when information is of value to school board members. 5 4 3 2 1

**ORIENTATION AVERAGE SCORE: \_\_\_\_\_**

### **B. SCHOOL BOARD MEETING**

1. The board has specific policies which govern the development of the board agenda, the formal meeting procedure, including the hearing of delegations and citizens. 5 4 3 2 1
2. Meetings are scheduled at regular times and locations, with sufficient notice to encourage participation of board members, employees, press, and community. 5 4 3 2 1
3. The District Administrator and Board President prepare the agenda and back-up materials. The materials are received prior to the meeting with sufficient time for individual study and preparations. 5 4 3 2 1
4. The Board President begins meetings on time, provides orderly

- procedures, clarifies agenda items. 5 4 3 2 1
5. School board meetings discuss items related to the educational program, with professional staff invited to address the board on programs of interest. 5 4 3 2 1
6. Policy adoption or items which are complex, controversial, or new issues are first listed for discussion with action requested at future meetings. 5 4 3 2 1
7. The board uses its time to devote to matters pertaining to policy, planning, and evaluation and does not needlessly use time discussing administrative matters. 5 4 3 2 1
8. Board members support all actions taken by the board as a whole. 5 4 3 2 1
9. After the meetings, news releases are given to the media and a report of the meeting is provided to the staff. 5 4 3 2 1

**SCHOOL BOARD MEETINGS AVERAGE SCORE:** \_\_\_\_\_

**C. POLICY/PLANNING**

1. The board maintains a comprehensive, codified, and up-to-date Policy Manual. 5 4 3 2 1
2. The board has a process for involving staff, students, and community in development of policy. 5 4 3 2 1
3. The board receives policy recommendations from the district administrator and does not adopt policies without a thorough study and a first and second reading at board meetings. 5 4 3 2 1
4. Policies are reviewed annually for need and effectiveness. Additions/deletions are made to conform to current laws, trends and issues. 5 4 3 2 1
5. The board adopts policies and assigns implementation and evaluation of policy to the administrative staff. 5 4 3 2 1
6. The policy manual contains the school system's philosophy of education and a process for long and short range planning, including the development of system-wide goals and objectives. 5 4 3 2 1

**POLICY/PLANNING AVERAGE SCORE:** \_\_\_\_\_

**D. THE BOARD AND THE DISTRICT ADMINISTRATOR**

1. The board provides comparable compensation for the highest level administrative position in the school system. 5 4 3 2 1
2. Budgetary provision is made and encouragement is given to the professional growth of the district administrator. 5 4 3 2 1
3. The board has an annual, systematic process for the evaluation of the district administrator. 5 4 3 2 1
4. Areas of controversy and conflict are discussed openly with the district administrator. The board and district administrator disagree agreeably. 5 4 3 2 1
5. The district administrator recognizes the governance duties which belong to the board. The board recognizes the administrative duties which belong to the administrator. 5 4 3 2 1
6. The board directs communication and questions concerning the school system to the district administrator and not to other administrative personnel, unless requested to do so by the district administrator. 5 4 3 2 1
7. A working relationship of mutual trust, respect, and honesty exists between the board and district administrator. Criticism of either is done in private. 5 4 3 2 1
8. The board and district administrator keep each other informed of current issues and no surprises occur at board meetings. 5 4 3 2 1

**THE BOARD AND DISTRICT ADMINISTRATOR****AVERAGE SCORE: \_\_\_\_\_****E. THE SCHOOL PROGRAM**

1. The board of education is aware of the curriculum, organizational, and personnel requirements of the DOE and state statutes. 5 4 3 2 1
2. The professional staff and community, when appropriate, are actively involved in developing the curriculum of the school system. 5 4 3 2 1
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. 5 4 3 2 1

- 4. Curriculum decisions are based upon what is best for students and not upon pressure from special interest groups. 5 4 3 2 1
- 5. The board attempts to keep up-to-date on the school program by attending workshops and reading professional journals and books. 5 4 3 2 1
- 6. An effective staff development and inservice program, focusing on the improvement of instruction, is in operation. 5 4 3 2 1
- 7. The board provides adequate physical facilities for the school program. 5 4 3 2 1

**THE SCHOOL PROGRAM AVERAGE SCORE:** \_\_\_\_\_

**F. SCHOOL COMMUNITY RELATIONS**

- 1. Media coverage is encouraged at board meetings, and information concerning school programs and operations is routinely disseminated to the media. 5 4 3 2 1
- 2. The board established criteria and measures how well the school system is meeting community needs and expectations. 5 4 3 2 1
- 3. Board members make “decisions” on what is best for the entire school district; they do not represent special political interests. 5 4 3 2 1
- 4. Public involvement in the school system is encouraged, and board-appointed citizens advisory committees are utilized when appropriate. 5 4 3 2 1
- 5. Board members provide appropriate community support for official positions of the school board. 5 4 3 2 1
- 6. Board members appropriately channel community concerns and questions through the system. 5 4 3 2 1

**SCHOOL COMMUNITY RELATIONS AVERAGE SCORE:** \_\_\_\_\_

**G. FINANCE**

- 1. The board has policies which insure efficient methods for purchasing supplies and equipment, for proper bookkeeping procedures, for adequate insurance coverage, and for investing school funds. 5 4 3 2 1

2. The board is aware of the financial base of the community and provides the best education programs from available funds. 5 4 3 2 1
3. The board required the administration to actively seek alternative funding sources such as federal title money, JTPA, and research grants. 5 4 3 2 1
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 4 3 2 1
5. Long range financial planning considers building site, functional uses of school buildings, and equipment, furniture and plant maintenance. 5 4 3 2 1

**FINANCE AVERAGE SCORE: \_\_\_\_\_**

#### **H. PERSONNEL RELATIONS**

1. The board maintains harmonious relations with employees of the school system. 5 4 3 2 1
2. The board solicits the district administrator's recommendation in the employment, non-renewal, dismissal of school employees. 5 4 3 2 1
3. Personnel policies provide clear guidelines for employment, employee grievances, and employee benefits. 5 4 3 2 1
4. An effective evaluation system is in use for all employees, employee grievances, and employee benefits. 5 4 3 2 1
5. A staff development program provides assistance in improving instructional practices and for employees professional growth experience. 5 4 3 2 1
6. The board provides comparable salaries for their employees. 5 4 3 2 1

**PERSONNEL RELATIONS AVERAGE SCORE: \_\_\_\_\_**

## ITEM SUMMARY & AVERAGE SCORE

ORIENTATION							
Item	5	4	3	2	1	Raw	Average
1							////////////////
2							////////////////
3							////////////////
4							////////////////
5							

SCHOOL PROGRAM							
Item	5	4	3	2	1	Raw	Average
1							////////////////
2							////////////////
3							////////////////
4							////////////////
5							////////////////
6							////////////////
7							

SCHOOL BOARD MEETING							
Item	5	4	3	2	1	Raw	Average
1							////////////////
2							////////////////
3							////////////////
4							////////////////
5							////////////////
6							////////////////
7							////////////////
8							////////////////
9							

SCHOOL COMMUNITY RELATIONS							
Item	5	4	3	2	1	Raw	Average
1							////////////////
2							////////////////
3							////////////////
4							////////////////
5							////////////////
6							

POLICY PLANNING							
Item	5	4	3	2	1	Raw	Average
1							////////////////
2							////////////////
3							////////////////
4							////////////////
5							////////////////
6							

FINANCE							
Item	5	4	3	2	1	Raw	Average
1							////////////////
2							////////////////
3							////////////////
4							////////////////
5							

BOARD AND DISTRICT ADMINISTRATOR							
Item	5	4	3	2	1	Raw	Average
1							////////////////
2							////////////////
3							////////////////
4							////////////////
5							////////////////
6							////////////////
7							////////////////
8							

PERSONNEL RELATIONS							
Item	5	4	3	2	1	Raw	Average
1							////////////////
2							////////////////
3							////////////////
4							////////////////
5							////////////////
6							

**Areas of Concentration:** \_\_\_\_\_

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## PERSONAL SELF-EVALUATION

- |     |   |     |    |
|-----|---|-----|----|
| 1.  | I familiarize myself with school policies and laws which are important for meetings. ....   | Yes | No |
| 2.  | I attend all school board meetings. ....  | Yes | No |
| 3.  | I read the agenda and supporting material prior to the board meeting. ....  | Yes | No |
| 4.  | I reserve all decisions on matters until the board is in session. ....  | Yes | No |
| 5.  | I keep personal matters personal and discuss non-related concerns at appropriate times and places. ....                                 | Yes | No |
| 6.  | I will direct questions to the district administrator when contacted by district residents. ....  | Yes | No |
| 7.  | I attend most WASB workshops and meetings. ....   | Yes | No |
| 8.  | I read school publications sent to my home. ....  | Yes | No |
| 9.  | I visit schools within the district. ....   | Yes | No |
| 10. | I am informed about community feelings toward the schools. ....   | Yes | No |
| 11. | I take every opportunity to talk, write or make personal contacts and tell people about their schools. ....                             | Yes | No |
| 12. | I respect the district administrator's office and refrain from unwarranted interference in the administrator's affairs. ....            | Yes | No |
| 13. | I believe in long range planning and recognize changing trends change school needs. ....  | Yes | No |
| 14. | I believe the district should place great emphasis on supervision and professional growth. ....   | Yes | No |
| 15. | I know that I have no authority as a board member except when the board is legally in session. ....                                     | Yes | No |
| 16. | I rely on the district administrator to provide the board with accurate information on the school system. ....                          | Yes | No |
| 17. | I take part in board inservice and orientation programs. ....   | Yes | No |
| 18. | Even though I may disagree, I support publicly positions taken by the whole board. ....   | Yes | No |
| 19. | I work toward mutual trust between board members and administration and keep criticism of either to private sessions. ....              | Yes | No |
| 20. | I recognize that governance and policy duties belong to the board, and administrative duties belong to the district administrator. .... | Yes | No |

Cross ref.: 152, 152a, 152a (1), 152a (1a)

APPROVED: August 1998

REVIEWED: August 14, 2001  
May 20, 2013

## **SCHOOL BOARD LEGISLATIVE PROGRAM**

The Board, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Board is to meet its responsibilities to the residents and students of the community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end, the Board shall:

1. Develop an annual legislative program through conferences with the state and national school board associations.
2. When appropriate, work for achievement of common legislative objectives through these associations and with other concerned groups.
3. Seek direct and indirect representation of its position on pending legislation with appropriate state and federal legislators and legislative committees.

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

## BOARD MEMBER AUTHORITY

Because all powers of the Board lie in its action as a group, individual Board members exercise their authority over district affairs only as they vote to take action at a legal meeting of the Board. In other instances, an individual Board member shall have power only when the Board, by vote, has delegated authority to him or her.

The Board is not bound in any way by any statement or action on the part of an individual Board member.

When voting on matters before the Board, Board members will have the rights as outlined in Robert's Rules of Order.

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

## NEW BOARD MEMBER ORIENTATION

The Board and administrative staff shall make every effort to assist new Board members in becoming fully informed about the function, policies, procedures and concerns of the Board.

1. New Board members shall be given any materials available relating to Board member powers and duties.
2. The district administrator shall supply materials pertinent to meetings and shall explain their use.
3. New Board members shall be invited to meet with the district administrator and the Board President to discuss Board administrative responsibilities.
4. A copy of the Board's policy manual shall be given to each new Board member.
5. New Board members shall be encouraged to attend inservice sessions for new Board members conducted by the Wisconsin Association of School Boards.

LEGAL REF.:           Section 120.13 (32)           Wisconsin Statutes

APPROVED:           February 14, 1995

REVIEWED:           August 14, 2001  
                          May 20, 2013

## **BOARD MEMBER DEVELOPMENT OPPORTUNITIES**

The Weyauwega-Fremont Board of Education believes that the effectiveness and efficiency of the District's educational programs are directly related to the level of competency of individual Board members. To bring about a higher level of competency and expertise of individual Board members, the Board encourages the participation of its members at appropriate school board conferences, conventions, seminars and workshops.

Board members will notify the Board Secretary of programs and conferences they would like to attend. Reimbursement is subject to approval of the Board President in consultation with the District Administrator. Decisions of the Board President may be appealed to a majority vote of the Board.

Board members will be reimbursed for such training experiences in accordance with established guidelines.

LEGAL REF.: Sections 120.10 (4); 120.13 (16) & (32) Wisconsin Statutes

CROSS REF.: 164, Board Member Compensation and Expenses

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

REVISED: July 27, 2009

## BOARD MEMBER COMPENSATION AND EXPENSES

Board member compensation shall be set at the annual district meeting.

President . . . . .	\$3,000.00
Vice President . . . . .	\$2,000.00
Clerk . . . . .	\$2,500.00
Treasurer . . . . .	\$2,500.00
Directors (3) . . . . .	\$2,000.00

In addition, members including the board president, shall receive \$60.00 for each committee meeting they are appointed to and attend, up to \$120.00 per calendar day; as well as reimbursement for any actual and necessary expenses incurred in the performance.

The Board shall reimburse Board members traveling on school business. Members shall be reimbursed at the current per-mile rate established by the Internal Revenue Service when traveling for school purposes. Further, Board members shall be reimbursed for actual and necessary expenses incurred in the performance of duties.

LEGAL REF.: Sections 120.10 (4); 120.13 (16) & (32) Wisconsin Statutes

CROSS REF.: 671.2, Expense Reimbursements

APPROVED: February 14, 1994

REVISED: August 2, 1994, Annual Meeting  
 August 1, 1995, Annual Meeting  
 August 18, 1998, Annual Meeting  
 August 21, 2001, Annual Meeting  
 October 17, 2005 Annual Meeting  
 October 23, 2006 Annual Meeting  
 October 22, 2007 Annual Meeting  
 October 27, 2008 Annual Meeting  
 October 26, 2009 Annual Meeting

REVIEWED: May 13, 2013

## BOARD MEMBER CODE OF ETHICS

Because of the vital and important role which the public schools of the state and country play in providing the basic foundation for democratic living and for sustaining the American way of life, and because, therefore, Board membership represents such a challenging responsibility, members of the Weyauwega-Fremont Board of Education shall adhere to the Board's code of ethics as they strive to render effective and efficient service to the communities they represent.

- A. A Board member should honor the high responsibility which his/her membership demands by:
1. Thinking always in terms of "children first".
  2. Understanding that the basic function of the Board is "**policy making**" and NOT "**administrative**" and by accepting the responsibility of learning to discriminate intelligently between the two (2) functions.
  3. Accepting the responsibility along with his/her fellow Board members of seeing that the maximum of facilities and resources is provided for the proper functioning of the schools.
  4. Refusing to "play politics" in either the traditional partisan or in a "petty" sense.
  5. Representing at all times the entire school community.
  6. Accepting the responsibility as a school official to seek the improvement of education throughout the state.
- B. A Board member should respect his/her relationship with other members of the Board by:
1. Recognizing that authority rests only with the Board in official meetings, and that the individual member has no legal status to bind the Board outside of such meetings.
  2. Recognizing the integrity of his/her predecessors and associates and the merit of their work.
  3. Refusing to make statements or promises as to how he/she will vote on any matter which should properly come before the Board

as a whole.

4. Making decisions only after all facts bearing on a question have been presented and discussed.
  5. Respecting the opinion of others and by graciously conforming to the principle of "majority rule".
  6. Refusing to participate in irregular meetings, such as "secret" meetings, which are not official and which all members do not have the opportunity to attend.
- C. A Board member should maintain desirable relations with the district administrator and his/her staff by:
1. Striving to procure, when the vacancy exists, the best professional leader available for the head administrative post.
  2. Giving the district administrator full administrative authority for properly discharging his/her professional duties and also by holding him/her responsible for acceptable results.
  3. Acting impartially upon the recommendation of the district administrator in matters involving the dismissal of school personnel.
  4. Having the district administrator present at all Board meetings, except when his/her contract and salary are under consideration.
  5. Referring all complaints to the proper administrative office and by discussing them only at a regular meeting after an administrative solution could not be reached.
  6. Striving to provide adequate safeguards around the district administrator and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis.
  7. Presenting personal criticisms of any employee directly to the district administrator.
- D. A Board member should meet his/her responsibilities to his/her community by:
1. Attempting to appraise fairly both the present and future

educational needs of the community.

2. Regarding it as a major responsibility of the Board to interpret the aims and the methods of the school to the community.
3. Insisting that all school business transactions be on an open, ethical and above-board basis.
4. Vigorously seeking adequate financial support for the schools.
5. Refusing to use his/her position for personal gain or personal prestige.
6. Refusing to discuss personnel matters or any other confidential business of the Board in his/her home, on the street, or in the office.

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

## **PUBLIC COMPLAINTS AND CONCERNS**

The Board of Education recognizes the professional competence of the District's teachers and administrators as a most important factor in the handling of citizen concerns. Therefore, the Board shall rely on teachers and administrators to deal promptly and impartially with citizen concerns or complaints. This policy is intended to enhance a close working relationship between patrons and the schools in order to provide the best possible educational program for each student. It is in the best interest of employees and citizens that a fair, orderly and timely process for handling concerns and complaints be available.

Board members shall be encouraged to refer persons making complaints about the schools to the appropriate administrator so that the complaints can be processed in accordance with established District procedures.

CROSS REF: 161, Board Member Authority

APPROVED: October 22, 2007

REVIEWED: May 20, 2013

## **BOARD MEMBER ACCESS TO INFORMATION**

Members of the Board shall be supplied with information concerning the school district by the district administrator or his/her designee upon request.

1. Prompt response is intended, although the normal work load of staff may require some delay. Reasons for delay will be communicated to the Board members.
2. If requests for information are frequent to the extent that providing it creates an unusual burden on the human or financial resources of the district, the matter shall be brought to the attention of the Board.

APPROVED:            December 17, 2007

REVISED:            May 20, 2013

## **MARKETING, COMMUNITY RELATIONS AND PUBLIC INFORMATION**

The Board of Education recognizes that ongoing marketing and public information programs are essential and necessary to inform parents, citizens, staff and students of the educational quality of the district. Therefore, the Board shares with the District Administrator and all employees the responsibility for promoting and maintaining positive effective public relations, public information and marketing programs with the public.

The success of our students depends upon a high degree of cooperation between administrators, teachers, parents, and the public. Positive public relations and marketing are part of every employee's job. Plans and activities in this endeavor are also the responsibility of the collective individual school sites as they market their learning community to stakeholders. Staff who work at these individual sites will work with site administration and recognized parent groups on positive public information and public relations as a collective team by working with known strategies, approved district/site budgets and within other district policies.

District wide marketing and public information activities shall be led by the District Administrator or designee(s). Public information and marketing may include but are not limited to: task forces dedicated to the topic, presentations to/by schools and school personnel, day-to-day contacts, greetings, sharing between schools, statistics on students and classroom performance, uniform methods of school touring and visits, uses of district technology such as the website and cable channel, printed materials, periodic reports, press releases, parent involvement efforts, public information efforts in social, political and civic segments of the community and relationships with local businesses.

Through a variety of means, the District Administrator or designee shall regularly assess the public opinion of the image of the district from various segments of the district and shall brief the Board on these activities and findings.

To assure the ongoing marketing and community relations effort, the Board authorizes the District Administrator or designee(s):

1. To prepare or guide the preparation of informational materials, including newsletters, articles for periodicals, newspapers and/or radio releases, special pamphlets and other materials, and to maintain close liaison with media representatives.
2. To organize or assist in providing speakers for community organizations.

3. To assist staff members in the preparation of informational materials for dissemination to community and staff.
4. To assist in coordinating work with civic and other groups which contribute to the goals and objectives of the school system.
5. To serve as a liaison or advisor on community relations to the school board.
6. To propose to the Board in the annual budget funds to accomplish these goals.

APPROVED: November 26, 2007

REVIEWED: May 20, 2013

## RECORDING POLICY

In order to facilitate open communication by and between the school board, the administration, students, parents and others, it shall be the policy of the school board that neither administration nor members of the school board shall engage in recording a conversation electronically, telephonically or in any other such manner, of any party including parents, students, other members of the administration, Board members or any member of the public, without first providing advance notice to the party of whom the recording is sought. This policy shall not apply to recordings made during open meetings as defined by Wisconsin Statutes.

APPROVED: August 23, 2010

REVIEWED: May 20, 2013

## **REGULAR BOARD MEETINGS**

Regular meetings of the Board of Education shall be held on the fourth Monday of each month at 6:00 PM at the designated site. Alternate meeting times may be designated by majority vote of the Board.

Regular meetings of the Board shall be open to the public. Notice of such meetings shall be given in accordance with state statutes and established procedures.

LEGAL REF.: Sections 19.84; 120.11 (1) Wisconsin Statutes

CROSS REF.: 171.1, Public Notification of Board Meetings  
171.2, Agenda Preparation and Dissemination  
171.21, Agenda Format

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

REVISED: October 22, 2007  
September 26, 2011  
March 27, 2017

## **PUBLIC NOTIFICATION OF BOARD MEETINGS**

Notice of all meetings of the Board of Education shall be published in the District's official newspaper, when possible. When a meeting is scheduled so that there is not sufficient time for the notice to be published, public notice shall be given by the local radio station.

In addition, notice of Board meetings shall be posted in the front lobby of the Middle School Building.

Notice of all regular, special and/or scheduled meetings shall be given at least twenty-four (24) hours in advance of the meeting. If for good cause this is impractical or impossible, shorter notice may be given. However, not less than two (2) hours notice shall be given in advance of a meeting.

All meeting notices shall be given by the district administrator and shall list the time, date, place and specific subject matter of the meeting.

LEGAL REF.: Sections 19.84; 120.11 Wisconsin Statutes

APPROVED: February 14, 1995

REVISED: August 14, 2001  
January 28, 2008

REVIEWED: May 20, 2013

## **AGENDA PREPARATION AND DISSEMINATION**

All agendas for Board meetings shall be prepared by the district administrator with the advice of the Board President.

The agenda shall be prepared at least five (5) days prior to the meeting date and copies shall be distributed to each Board member. Any Board member may have an item added to the agenda by contacting the district administrator or Board President at least twenty four (24) hours prior to the meeting.

### Amendments to the agenda notice

In the event that a matter arises that is not included on the already-distributed Board meeting agenda, and it is determined that the matter should be included on the agenda, the noticed agenda shall be amended with the additional matter.

The district administrator shall give public notice of the amended agenda material at least two (2) hours in advance of the meeting. Notice shall be given in the same manner as the original agenda notice, unless such notice is impracticable due to publication or broadcast deadlines. In such cases, the notice shall be posted in the front lobby of the Middle School Building.

All media and/or persons who have filed a written request for Board meeting notification shall be contacted via email regarding amended agenda material.

LEGAL REF.:           Section 19.84 Wisconsin Statutes

APPROVED:           February 14, 1995

REVIEWED:           August 14, 2001  
                          January 28, 2008  
                          May 20, 2013

## **AGENDA FORMAT (Order of Business)**

The order of business of regular meetings shall be as follows:

1. Call the meeting to order
2. Pledge of Allegiance
3. Roll call and establishment of quorum
4. Report of meeting notification
5. Communication and visitors
  - a. Public Comment
  - b. Administration
  - c. Board of Education
  - d. Recognition and Special Guests
6. Approval of minutes of previous meeting
  - a. Regular Meeting Board of Education
  - b. Special Meeting of the Board of Education (*if applicable*)
7. Consideration and approval of bills
8. Old Business
9. Consent Agenda
10. New Business
11. The Board will notice Closed Session in accordance with Wisconsin Statutes and Board Policy following consultation with legal counsel.
12. Open Session: (To be posted when Closed Session occurs)
  - a. The Board of Education may reconvene in open session to take actions on matters discussed in closed session
13. Adjourn Meeting

The regular order of business for any meeting may be altered by a majority vote of the members present or at the discretion of the President. However, a majority vote of the members present shall take precedence.

171.21

APPROVED: February 14, 1995

REVISED: August 14, 2001  
January 28, 2008  
July 27, 2009  
September 26, 2011  
May 21, 2012

REVIEWED: May 20, 2013

## **SPECIAL BOARD MEETINGS**

A special Board meeting shall be held upon the request of any Board member. The request shall be filed with the Board Clerk or in his/her absence, the Board President. Each Board member shall be notified of the time and place of the special meeting at least twenty-four (24) hours before such meeting. The notice shall be delivered to each Board member.

A special Board meeting may be held without prior notice, if all Board members are present and consent, or if every Board member consents even though he/she does not attend.

All special Board meetings shall be open to the public, except when the Board is authorized to meet in closed session.

Public notice of special Board meetings shall be given in accordance with established procedures. No business shall be transacted at such meetings other than that specified in the notification thereof, unless all of the Board members are present and give their consent to its consideration by majority vote.

LEGAL REF.: Section 19.84; 120.11 (2) Wisconsin Statutes

CROSS REF.: 171.1, Public Notification of Board Meeting

APPROVED: February 14, 1995

REVISED: August 14, 2001

REVIEWED: May 20, 2013

## EXECUTIVE SESSIONS

Prior to convening in executive session the Board will seek input from legal counsel concerning the nature of the session and the wording of the public notice to insure conformance with state statutes governing closed sessions.

The Board of Education may convene in closed session for purposes of:

- a. Deliberating after a judicial or quasi-judicial trial or hearing before the Board;
- b. Considering or acting on the dismissal, demotion, licensing or discipline of any Board employee unless the employee has requested that an open session be held;
- c. Considering employment, promotion, compensation or performance evaluation data of any Board employee;
- d. Considering specific applications of probation or parole or considering strategy for crime detection or prevention;
- e. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session;
- f. Considering financial, medical, social or personal histories or disciplinary data which may unduly damage the reputation of specific personnel;
- g. Conferring with legal counsel for the Board, or one of its committees, concerning the Board's legal rights and duties with respect to litigation in which it is or is likely to become involved; and
- h. Other action as outlined in the state statutes.

Furthermore, no motion to hold a closed session or to adjourn an open session into a closed session shall be adopted, unless the Board President announces to those present at the meeting the general nature of the business to be considered at the closed session and no other business will be taken up during that session.

The Board shall not commence an open session, subsequently convene in a closed session, and then reconvene into an open session within a twelve (12)-hour period, unless public notice of the subsequent open session was given at the same time and in the same manner as the public notice of the initial meeting.

LEGAL REF.: Sections 19.84; 19.85 Wisconsin Statutes

CROSS REF.: 171.1, Public Notification of Board Meetings

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

REVISED: July 27, 2009



## **RULES OF ORDER**

All Board meetings shall be conducted according to Robert's Rules of Order.

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

## QUORUM

A majority of the elected membership of the Board constitutes a quorum for the transaction of Board business. In the absence of a quorum, the only official action that the Board may take is to obtain a quorum, to adjourn the meeting to another time and/or date, or to take a recess.

LEGAL REF.: Section 120.11 (1) Wisconsin Statutes

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013

## VOTING METHOD

Voting at Board meetings shall normally be by voice vote, unless a roll call vote is required by law or requested. Any Board member may request a roll call vote on any question under discussion.

The Board President shall have a vote just as other Board members.

Unless the statutes specifically provide otherwise, secret ballots may be taken only to elect Board officers.

LEGAL REF.: Section 19.88 Wisconsin Statutes

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013



## **SCHOOL BOARD COMMITTEES**

The School Board shall act as a committee of the whole.

The School Board President may serve on all temporary committees as ex-officio member. The District Administrator shall only serve on committees when and if appointed to do so by the School Board President.

The School Board or School Board President may establish special temporary committees and appoint members to serve on said committees, as necessary. Such committees shall cease to exist upon completing their task and reporting their findings to the School Board.

School Board committees shall be advisory only and shall have the power to investigate, deliberate and report on issues. Only appointed committee members and those individuals approved from time to time by the committee may attend closed session committee meetings.

Public notice shall be given for all School Board committee meetings in accordance with state law and established procedures. Committee meetings shall be conducted in accordance with Robert's Rules of Order.

LEGAL REFERENCE: Chapter 19, Wis. Stats.  
Chapter 118, Wis. Stats.  
Chapter 120, Wis. Stats.

CROSS REFERENCE: 171.1, Public Notification of Board Meetings

APPROVED: February 14, 1995

REVIEWED: March 8, 2006

REVISED: March 13, 2006  
July 27, 2009  
August 23, 2010  
May 20, 2013

## PUBLIC PARTICIPATION AT BOARD MEETINGS

Citizens of the School District of Weyauwega-Fremont are welcome to attend Board meetings and voice their concerns during the public input portion of the meeting. The Board encourages this input.

All members of the public are required to register prior to speaking during the public input portion of the meeting. The President may waive the registration requirements if citizen attendance is low. The registration form is on the reverse side.

Any member of the public addressing the Board shall be recognized by the President, state his/her name, and the topic on which information shall be presented or requested.

The Board appreciates public input. However, after a reasonable time, the Board must move on to the business at hand. Therefore, to avoid filibuster type discussions when there is a large public turnout, the Board, at its discretion, may implement any of the following special rules:

- A. Limit public input to three minutes per person. No delegating of speaker's time.
- B. Limit public input to a maximum of five speakers per side of each major topic.
- C. Ask members of the public with similar views to select their spokespersons.
- D. Pick the next public speaker from the list of registrants.
- E. Preference will be given to voting members of this school district.
- F. After 30 total minutes of public discussion, ask any remaining persons waiting to speak to put their thoughts in writing for the Board. The public input portion of the meeting will end and the Board will proceed to the remaining agenda items.

Any Board member may ask questions of the public speaker at any time. Any Board member may ask for additional input from someone present who hasn't registered.

Anyone acting disruptively or anyone using threatening or abusive language will be asked to leave at the discretion of the Board.

The Board shall postpone action on any topic presented by the public and refer the item to committee unless action on the item is already listed on the meeting agenda or unless the item is an emergency.

CROSS REF.:        171.1 Public Notification of Board Meetings  
                           171.2 Agenda Preparation and Dissemination  
                           171.3 Executive Sessions

APPROVED:        February 14, 1995

REVISED:         August 14, 2001  
                           July 27, 2009  
                           February 8, 2010

REVIEWED: May 20, 2013

**WEYAUWEGA-FREMONT SCHOOL DISTRICT**  
**Registration Form for Public Input at Board Meetings**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Topic \_\_\_\_\_

Comments \_\_\_\_\_  
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The official Board Policy on **Public Participation at Board Meetings** is on the reverse side.

## **RECOGNITION OF ACCOMPLISHMENTS**

The Weyauwega-Fremont Board of Education believes in the concept of recognition of groups or individuals for outstanding achievements. The Board shall recognize and commend such outstanding achievements as follows:

1. Outstanding service to the community and school;
2. Honors received for significant contributions;
3. Leadership and services to the School District of Weyauwega-Fremont;
4. Honors received for outstanding performances;
5. Offices held and professional assignments completed in educational related activities, and
6. Recognition deemed appropriate by the Board.

The administration, students, staff, the public and/or Board members may make recommendations for recognition and commendation. All recommendations for recognition and commendation are to be submitted to the district administrator in writing.

APPROVED: February 14, 1995

REVIEWED: August 14, 2001  
May 20, 2013