

School District of Rhinelander - Board of Education

Policy Manual

BYLAWS (0000)

0100 Definitions

0110 Official Description

- 0111 Name
- 0112 Purpose
- 0113 Boundaries
- 0114 Classification
- 0115 Address

0120 Powers and Philosophy

- 0121 Authority
- 0122 Board Powers
- 0123 Philosophy of the Board

0130 Functions

- 0131 Legislative
 - 0131.1 Bylaws and Policies
 - 0131.2 School Board Policy Development System
- 0132 Executive
 - 0132.1 Selection of Superintendent
 - 0132.2 Administrative Guidelines
- 0133 Judicial

0140 Membership

- 0141 Number
- 0142 Election/Appointment
 - 0142.1 Electoral Process
 - 0142.2 Qualifications
 - 0142.3 Term
 - 0142.4 Oath
 - 0142.5 Vacancies
 - 0142.6 Recall
 - 0142.7 Orientation
- 0143 Authority
 - 0143.1 Public Expression of Board Members
- 0144 Operations
 - 0144.1 Compensation
 - 0144.2 Board Member Ethics
 - 0144.3 Conflict of Interest
 - 0144.4 Indemnification
- 0145 Sexual and Other Forms of Harassment

0150 Organization

- 0151 Annual Meeting
 - 0151.1 Annual Board Reorganization Meeting
 - 0151.2 Required Student Academic Standards Agenda Item
- 0152 Officers
- 0155 Committees

0160 Meetings

- 0161 Parliamentary Authority
- 0162 Quorum
- 0163 Presiding Officer
- 0164 Call

- 0164.1 Regular Meetings
- 0164.2 Special Meetings
- 0164.3 Administrator Attendance at Board Meetings
- 0165 Notice
- 0165.1 Public Notice of Regular Meetings
- 0165.2 Change of Regular Meetings
- 0166 Agenda
- 0167 Conduct
- 0167.1 Voting
- 0167.2 Closed Session
- 0167.3 Public Participation at Board Meetings
- 0167.5 Use of Electronic Mail
- 0167.6 Email - Public Records
- 0167.7 Use of Personal Communication Devices
- 0168 Minutes
- 0168.1 Open Meeting

0170 Duties

- 0171 Officers
- 0171.1 President
- 0171.2 Vice-President
- 0171.3 Clerk
- 0171.4 Treasurer
- 0172 Legal Counsel
- 0173 Independent Auditor
- 0174 Reports
- 0174.1 Annual Report
- 0174.2 School Performance Report
- 0.174.3 Other Reports
- 0175 Association Memberships
- 0175.1 School Board Conferences, Conventions, and Workshops

DEFINITIONS

The Bylaws of the Board of Education of the School District of Rhinelander incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in bylaws, policies, and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline - A statement based on policy and usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Apps and Web Services - Apps/Web services are software (i.e. computer programs) that support the interaction of personal communication devices over a network, or client-server applications in which the user interface runs in a web browser. Apps/Web services are used to communicate/transfer information/data that allows students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enables staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps/Web services are also used to facilitate communication to, from, among, and between staff, students, and parents.

Board - The Board of Education also commonly referred to as "Board".

Bylaw - Rule of the Board for its own governance.

Clerk - The chief clerk of the Board. (See Clerk Duties in Bylaw 0170 - Section 0171.3)

District - The School District of Rhinelander (referred to as "District").

District Administrator - The chief executive officer of the District, sometimes locally referred to as "Superintendent". In policy, implies delegation of responsibilities to appropriate staff members.

Due Process - Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Procedural due process may require right to counsel and/or confrontation or cross-examination of witnesses, depending upon the situation.

Full Board - Authorized number of voting members of the Board entitled by law to govern the District. The full board is the total number of Board members authorized by law regardless of the number of current sitting members.

Information Resources - The Board defines information resources to include any data/information in electronic, audio-visual, or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes, but is not limited to, electronic mail, voice mail, social media, text messages, databases, CD ROM/DVDs (compact disc read only memory/digital versatile disc), websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting, or retrieving electronic communications.

Local Law Enforcement Officer(s) or Agency(ies) - These terms include any local, state, or federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

May - This word is used when an action by the Board or its designee is permitted but not required.

Medical Advisor - The District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District's emergency nursing services plan. The District may also have the medical advisor fulfill other roles.

PI 8.01(2)(g)(3)

Meeting - Any gathering which is attended by or open to all of the members of the Board; held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Wis. Stats. 19.82(2)

Parent - The natural or adoptive parents or the party designated by the courts as the legal guardian or surrogate of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices - Personal Communication Devices (PCDs) include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, telephone paging devices (e.g. beepers or pagers), and/or other web-enabled devices of any type.

Policy - A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President - The chief executive officer of the Board. (See Bylaw 0170 - Section 0171.1)

Principal - The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.

Professional Employee - Professional employees are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees that are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the Superintendent.

Relative - The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the employee handbooks and/or in policies and procedures.

School Official - A person who has authority over a school building or other District facility.

Shall - This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Student - A person who is officially enrolled in a school or program of the District.

Superintendent - The chief executive officer of the District. In policy, implies delegation of responsibilities to appropriate staff members

Support Staff - An employee who provides support to the District's programs and whose position does not require a professional certificate. This category includes special education teaching assistants.

Technology Resources - The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR (single-lens reflex) and DSLR (digital single-lens reflex) cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives, and memory chips) the computer network, Internet connection, and online educational services and apps.

Treasurer - The chief financial officer of the Board. (See Bylaw 0170 – Section 0171.4)

Vice-President - The Vice-President of the Board. (See Bylaw 0170 – Section 0171.2)

Voting - A vote at a meeting of the Board. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. No voting by proxy may be recorded or counted in an official vote of the Board.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11 Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., PI 11). Citations to the United States Code are noted as U.S.C., Federal Register is noted as F.R., and the Code of Federal Regulations as C.F.R.

Adopted 11/18/2002

Revised 08/20/2007

Revised 01/16/2017

Revised 02/20/2017

Revised 10/16/2017

OFFICIAL DESCRIPTIONS

(Adopted 11/18/2002)

- 0111 **Name** - The Board of Education (“Board”) of the School District of Rhinelanders (“District”) shall be known officially as the School District of Rhinelanders Board of Education.
- 0112 **Purpose** - The Board exists for the purpose of providing a system of free, public education for children in grades K-12.
- 0113 **Boundaries** - The District is comprised of the area in the description on file in the Administration Center.
- 0114 **Classification** - The District shall be classified as a common school district.
- 0115 **Address** - The official address of the Board shall be 665 Coolidge Avenue-Suite B, Rhinelanders, Wisconsin 54501.

POWERS AND PHILOSOPHY

(Adopted 11/18/2002)

0121 **Authority** - The supervision of the District shall be conducted by the Board, which is constituted and is governed by the laws of the State of Wisconsin.

Chapters 118 and 120 Wis. Stats.

0122 **Board Powers** - The power of this Board extends to those matters expressly or implicitly granted by constitution, statute, local charter or ordinance, or other law, including the power to do all things reasonable to promote the cause of education.

120.13 Wis. Stats.

The Board shall be a body corporate, and as such, capable of suing and being sued, contracting and being contracted with, acquiring, holding, possessing and disposing of real and personal property, and taking and holding in trust for the use and benefit of the District, any grant or devise of land and any donation or bequest of money or other personal property.

The Board shall also authorize the development and promulgation of rules and guidelines by the Superintendent for the proper operation and management of the District, including the conduct of students while in school or enroute on school buses.

0123 **Philosophy of the Board** - A school board is a legal entity for providing a system of public education within a geographic area of the State of Wisconsin. The system was created by and is governed by state statutes. Members of a school board are chosen by citizens to represent them and the state in the governance of the local schools.

The Board has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of residents. While the Board has an obligation to determine and assess citizen desires, it is understood that when the voters elect delegates to represent them in the conduct of specified educational programs, they at the same time are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and thereby reaffirms its intent to

- A. maintain two-way communications with citizens of the District; *(The Board shall keep citizens informed of the progress and problems of the District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of the Board.)*
- B. establish policies and make decisions on the basis of declared educational philosophy and goals; and
- C. act as a truly non-partisan representative body for citizens in all matters related to programs and operations. *(The Board recognizes that ultimate responsibility for public education rests with the state, but the Board has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.)*

FUNCTIONS
(Adopted 11/18/2002)

0131 **Legislative**

0131.1 **Bylaws and Policies** - The Board shall adopt bylaws and policies for the organization and operation of the District. Such policies are to include those needed to meet the education standards established by Wisconsin statute.

Those bylaws and policies which are not dictated by the statutes, dictated by the rules of the State of Wisconsin Board of Education, ordered by the Superintendent of the Wisconsin Department of Public Instruction, or ordered by a court of competent authority may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected; except that the Board may, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board, unless the Board moves to adopt the resolution in final form.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board. The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be included in the District's policy manual.

The Superintendent is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as corrections of a typographical or grammatical error, inclusion or correction of a statutory citation, re-numbering of sections, combining of policies, or similar actions.

Revised 10/16/2017

0131.2 **School Board Policy Development System** - The Board's policy-making duties are exercised through the following sequence of steps:

- A. Initiation - Whenever anyone proposes a new policy or a revision in an existing policy, that person may be requested to put the proposal in writing and forward it to the Superintendent. The written proposal shall include a brief statement of what is proposed and why it is deemed necessary.
- B. Assembly of Background Material - The Superintendent will gather the following types of information to prepare for further discussion:
 1. The specific need for the policy for students, teaching staff, parents, the community and others.
 2. The effect the proposed policy will have on administrators, students, teaching staff, parents, the community and others.
 3. The fiscal consequences of adopting the proposed policy.
 4. Samples of similar policies from other school districts.
 5. Provisions of state law.

6. Suggestions as to how the policy might be implemented and evaluated.

C. Drafting the Policy Statement - The Superintendent, the Instruction and Accountability Committee, and the Operations and Strategic Planning Committee may draft the policy statement.

D. Action by Committee - Committees of the Board may recommend proposed policies to the full board membership.

E. Action by the Board - A policy draft will be considered for adoption according to the policy on adoption.

0132 **Executive**

0132.1 **Selection of Superintendent** - The Board shall exercise its executive power in part by the appointment of a Superintendent. The Superintendent shall enforce the statutes of the State of Wisconsin, the rules of the Wisconsin Board of Education, and policies of the District.

118.24 Wis. Stats.

0132.2 **Administrative Guidelines** - The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the District will be operated. These detailed arrangements shall constitute the administrative guidelines governing the District. The administrative guidelines will be consistent with statutes or regulations of the Wisconsin Board of Education or the policies of the District. (See Policy 1230.01, Development of Administrative Guidelines)

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

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in District policy, provided that such action shall be reported to the Board at the next meeting following such action.

Revised 10/16/2017

0133 **Judicial** - The Board assumes jurisdiction over any dispute or controversy arising within the District and concerning any matter in which authority has been vested in the Board by statute, rule, contract, or District policy.

In furtherance of its judicial function on notice duly given, the Board may hold hearings that shall offer the parties involved in a dispute a fair and impartial forum for the resolution of the matter.

Revised 10/16/2017

MEMBERSHIP
(Adopted 11/18/2002)

0141 **Number** - The Board shall consist of nine (9) members.

0142 **Election/Appointment**

0142.1 **Electoral Process** - Members of the Board shall be elected annually at the spring election held on the first Tuesday in April in a manner that is consistent with state law.

120.06 (1), 10.68 (5)(2b) Wis. Stats.

Declaration of Candidacy - If an incumbent fails to file a Declaration of Candidacy by the 5:00 p.m. deadline on the first Tuesday in January, candidates may file a Declaration of Candidacy within seventy-two (72) hours of the Tuesday deadline.

Declaration of Non-Candidacy - If an incumbent files a Declaration of Non-Candidacy no later than 5:00 P.M. on the 2nd Friday preceding the first Tuesday in January deadline, there is no extension of the Tuesday deadline.

When the first Tuesday in January is a holiday the deadline becomes 5:00 P.M. the next day.

120.06 (6)(b) Wis. Stats.

Revised 10/16/2017

0142.2 **Qualifications** - A school elector in the District is eligible to be a Board member.

120.06 (2) Wis. Stats.

0142.3 **Term** - The term of each Board member shall be three (3) years commencing on the 4th Monday in April and shall continue until a successor is elected and qualified or until a vacancy occurs.

120.06 (4) Wis. Stats.

0142.4 **Oath** - Each newly elected Board member shall file the oath of office with the Clerk and shall take an oral oath of office administered by the Clerk or another officer of the Board.

120.06 (10) Wis. Stats.

Revised 10/16/2017

0142.5 **Vacancies** - The office of a Board member shall become vacant immediately upon the occurrence of any one of the following events:

- A. The death of the incumbent or the incumbent being found mentally incompetent by the proper court.
- B. The incumbent's resignation.
- C. The incumbent's removal from office.
- D. The incumbent's conviction of a felony or imprisonment for one or more years.
- E. The incumbent's election or appointment being declared void by a competent tribunal.

- F. The incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required.
- G. The incumbent ceasing to possess the legal qualifications for holding office.
- H. The incumbent moving his/her residence out of the District.
- I. The incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of his/her intent to return to his/her unexpired term.

A vacancy shall be filed by the remaining members of the Board in accordance with Wis. Stats. 17.26, 17.03 et. seq. Wis. Stats.

Filling a Board Vacancy - Appointments to unexpired terms will be made by the Board as follows:

- A. An announcement of the vacancy will be published in the local newspaper designated by the Board as the official newspaper for the current year.
- B. A deadline for filing a Declaration of Candidacy shall be established, which provides a reasonable length of time for people to determine whether or not they wish to be considered a candidate.
- C. Persons who have filed a Declaration of Candidacy shall be given an opportunity to make a statement on behalf of their candidacy at a meeting of the Board noticed for that purpose.
- D. Members of the Board may ask questions of the candidates.
- E. Any qualified elector of the District shall be given an opportunity to make a statement on behalf of a candidate.
- F. The Board President will then announce that Board members may discuss the candidates.
- G. The names of all candidates are then placed in nomination and voted on by signed ballot. Signed ballot voting will continue until one (1) candidate receives a majority vote of the remaining Board members present at the meeting.
- H. The person appointed shall then execute the Oath of Office and be seated on the Board.
- I. All new Board member appointments will be made by a majority vote of Board members present at an open Board meeting. Such action must be included on the published agenda for the meeting.

Revised 08/15/2011

0142.6 **Recall** - Any member of the Board may be recalled pursuant to Wis. Stats 9.10.

0142.7 **Orientation** - The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures. Accordingly, the Board shall give the following items to each new Board member for his/her use and possession during the term on the Board:

- A. Access to the District's policy manual.
- B. A copy of each current employee handbook.
- C. The current budget statement and related fiscal materials.

D. Superintendent's contract, evaluation process/forms, and other pertinent employment documents.

A library of publications and reference materials will be maintained for the use by Board members. Each new Board member will be invited to meet with the Board President, the Superintendent, and/or the Director of Business Services to discuss board functions, policies, and procedures. The Board shall encourage the attendance of each new Board member at orientation and training sessions.

Adopted 11/18/2002

Revised 09/21/2015

Revised 10/16/2017

0143 **Authority** - Individual members of the Board do not possess the powers that reside for the Board. The Board speaks through its minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law.

0143.1 **Public Expression of Board Members** - The Board President functions as the official spokesperson for the Board. From time-to-time, however, individual Board members make public statements on school matters to local media, on social media, and/or to local and/or state officials.

Sometimes the public statements by Board members imply or the readers (listeners) infer that the opinions expressed or statements made by an individual Board member are the official positions of the entire Board. The misunderstandings that can result from these incidents may cause issues for the individual Board member and the entire Board, as well as for the District. Therefore, Board members should, when writing or speaking on school matters through social media or when writing or speaking with the local media, with legislators, or with other officials, make it clear that their views do not necessarily reflect the views of the entire Board or of their colleagues on the Board.

This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

- A. Correspondence such as legislative proposals when the Board member has received official guidance from the Board on the matters discussed in the letter.
- B. Routine, not for publication correspondence of the Superintendent and other Board employees.
- C. Routine "thank you" letters of the Board.
- D. Statements by Board members on non-school matters, providing the statements do not identify the author as a member of the Board.
- E. Personal statements not intended for publication.

Copies of this bylaw may be sent annually to local media by the Board President.

Revised 10/16/2017

0144 **Operations**

0144.1 **Compensation** - As approved by the electors at an annual meeting, Board members shall receive an annual salary or other amount for each Board meeting they have actually attended, unless the member has provided timely annual notice of refusal to accept the salary. The timely annual notice must be provided prior to taking the oath of office and performing any service for the initial year of election or appointment, and may be renewed for subsequent years by notice of at least thirty (30) days prior to the member's taxable year; unless statutory exceptions apply. Board members who are not in their initial year of election or appointment may refuse to accept the salary by providing notice to the Board Clerk and Treasurer or designee at least thirty (30) days before the start of the Board member's next taxable year. Although the notification applies only to that taxable year, Board members may renew the refusal to accept the salary by sending timely annual notification.

Expenses of a Board member when authorized by the annual meeting shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

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

- A. Expenses will be reimbursed only for activities authorized by the Board.
- B. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- C. Attendance at Board-approved conferences should be at the location closest to the District.
- D. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.
- E. Purchase of any printed or other materials relating to Boardsmanship will be reimbursed if pre-purchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval.
- F. When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.
- G. No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- H. Within 30 calendar days after the expenses have incurred, a voucher detailing the amount and nature of each expense must be submitted to the Board or its designee for approval.

Revised 01/20/2014

Revised 10/16/2017

Revised 04/16/2018

Revised 10/15/2018

0144.2 **Board Member Ethics** - As members of the Board, each member will strive to improve public education and to that end will

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;

- G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards (WASB);
- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and,
- K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

Source: Board of Directors, National School Boards Association.

0144.3 **Conflict of Interest** - Board members shall perform their official duties in a manner free from conflict of interest pursuant to Wis. Stats. 19.59. To this end,

- A. no Board member shall use his/her position as a Board member to obtain financial gain for himself/herself, his/her immediate family, or any organization with which he/she is associated;
- B. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system and as a public officer; and,
- C. when a member of the Board determines that the possibility of a personal interest conflict exists, he/she should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.

0144.4 **Indemnification** - The Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member to the extent allowed under the law.

0145 **Sexual and Other Forms of Harassment** - The Board believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the District and intolerable in an environment in which students and staff members of the District function.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision; or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. Other forms of harassment include verbal or nonverbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct is such that a reasonable person under the same circumstances as the person/employee would consider the Board of Education conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment.

113.36 (1) Wis. Stats.

The harassment of a District staff member, student, or another Board member by a member of the Board is strictly forbidden. Any Board member who is found to have harassed a member of the staff, a student, or another Board member will be subject to discipline by the Board and may be reported to law enforcement authorities.

118.13 Wis. Stats.
120.13(1) Wis. Stats.
111.32 (13) Wis. Stats.
P.I. 9 Wis. Adm. Code
Title IX Education Amendments of 1972, Chapter 227

Revised 08/15/2011

Revised 09/21/2015

Board of Education
School District of Rhinelander

Bylaws
0150

ORGANIZATION

(Adopted 11/18/2002)

0151 **Annual Meeting** - The Board of Education shall hold an annual meeting on the 4th Monday of July at 8:00 p.m. unless the electors, at any annual meeting, set a different date and time for subsequent meetings or authorize the Board to set a different date and time for subsequent meetings, but in no case shall the annual meeting be held earlier than May 15th or later than October 31st. The meeting shall be held for the purposes prescribed by 120.08, 120.09 Wis. Stats. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of a chairperson.

Revised 03/20/2006

Revised 08/15/2011

0151.1 **Annual Board Reorganization Meeting** - The Board of Education shall hold an annual reorganization meeting on or within thirty (30) days after the fourth Monday in April. The meeting shall be called to order by the ranking officer of the preceding Board, who shall serve as presiding officer until the election of the Board President.

0151.2 **Required Student Academic Standards Agenda Item** - In accordance with 120.12(13), Wis. Stats, at the first school Board meeting in July, the Board shall include an item on the agenda to approve a notice that clearly identifies the student academic standards under 118.30(1g)(a)1 that will be in effect for that school year.

118.30 Wis. Stats.

Adopted 03/20/2017

0152 **Officers** - The Board shall elect, from among its members, a President, Vice-President, Treasurer, and a Clerk. Such election shall occur at the Annual Reorganization Meeting on or within thirty (30) days after the fourth 4th Monday in April.

19.88(1) Wis. Stats

120.05 Wis. Stats.

Election of officers shall be by a majority of voting members. Secret ballots may be utilized only for election of officers. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

In addition to other statutory requirements, the Board shall

➤ Designate depositories for school funds;

- Designate those persons authorized to sign checks, contracts, agreements, and purchase orders
- Designate a day, place, and time for regular meetings, which shall be held at least once every month;
- Determine the fee charged to individuals who request notice of Board meetings; and,
- Designate an administrator to assume specified responsibilities of the Board Treasurer and Clerk

120.10 Wis. Stats

120.15 et seq Wis. Stats.

Adopted 11/18/2002

Revised 08/15/2011

Revised 02/20/2017

Revised 04/16/2018

Committees - Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board. All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the contemplated closed meeting pursuant to 19.84 Wis. Stats. In addition, committee meetings may provide for a period of public participation and recording of appropriate meeting minutes. To take any action, a committee shall require a quorum consisting of a majority of its members. A committee may conduct a closed meeting providing it is for one of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting.

As soon after the organizational meeting as practicable, the Board president is authorized to appoint members of the Board to standing committees where they shall serve a term of one (1) year.

Ad hoc committees may be created and charged at any time by the President or a majority of the members present at any meeting at which the need for a committee becomes evident. Members of ad hoc committees shall serve until the committee is discharged.

The Board president shall serve as an ex-officio member of each committee.

A member may request (or refuse) appointment to a committee.

Refusal to serve on any one committee shall not be grounds for failure to appoint a Board member to another committee.

Adopted 11/18/2002

Revised 08/15/2011

Revised 04/16/2018

MEETINGS
(Adopted 11/18/2002)

0161 **Parliamentary Authority** - The parliamentary authority governing the Board shall be Robert's Rules of Order, Newly Revised, as defined in Chapter XVI, "Boards and Committees", in all cases in which it is not inconsistent with statute, administrative code, or these bylaws, or the rules of order of the Board.

The following shall be the rules of order for the Board:

- A. With the quorum being present precisely at the hour to which the Board stands assembled, the President shall take the chair, call the members to order, and proceed to business.
- B. Should a quorum be assembled at the hour appointed and the President is absent, the Vice-President or a President Pro Tem shall serve during that meeting or until the President shall appear.
- C. Should a quorum not assemble at the hour appointed, the member or members present shall be competent to adjourn from time-to-time so that an opportunity may be given for a quorum to assemble. Without a quorum, no business can be legally transacted.

In the transaction of business, the following order shall be observed:

- 1. Recording the names of members present
 - 2. Approving the Minutes
 - 3. Board President's Report/Superintendent's Report/Committee Reports
 - 4. Citizens and Delegations
 - 5. Action Items
 - 6. Discussion and/or Action Items
 - 7. Discussion and Report Items
 - 8. Adjournment
- D. When action is requested of the Board, the following sequence of events is to be generally followed:
- 1. Superintendent gives background information and recommendation
 - 2. Motion from a board member - second from a board member
 - 3. Questions and comments from board members to:
 - A. Superintendent
 - B. Other Board Members
 - 4. Questions and comments from Board President
 - 5. Questions and comments from citizens and delegations
 - 6. Second round of questions and comments from Board Members

7. Questions and comments from Board President

8. Vote

- D. It shall be the duty of the President at all times to preserve order and to endeavor to conduct all business before the Board with propriety and dispatch.
- E. The President, as such, has no casting vote. The President's right is to vote on every question by virtue of his/her membership. Order of voting shall be in the order of the most senior member to the least senior member, except the President shall vote last.
- F. The President may speak to points of order in preference to other members and shall decide questions of order subject to an appeal to the Board moved, seconded, and approved by a majority of members present.
- G. A motion made must be seconded and then repeated distinctly by the President or read aloud before it is debated, and every motion shall be reduced to writing.
- H. Any member who shall have made a motion shall have liberty to withdraw it before any debate has taken place thereon, but not after debate is had without leave being granted by the Board.
- I. The consideration of any question may be postponed to a time fixed or the question may be suppressed altogether by an indefinite postponement. If a matter is postponed indefinitely it can be introduced as new business at a later meeting.
- J. A motion once voted down cannot be renewed at the same meeting of the Board without the consent of a majority of the members of the Board.
- K. An amendment may be moved on any motion and shall be decided before the original motion, but not more than one (1) amendment to an amendment shall be entertained.
- L. If a motion under debate is composed of two (2) or more parts, which are so far independent of each other as to be susceptible to division into several questions, any two (2) members may have it divided and a vote taken on each part.
- M. When any business is brought regularly before the Board, the consideration of the same cannot be interrupted except by a motion for adjournment, to lie on the table, for the previous question, for postponement, for commitment, or for amendment.
- N. A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained when the Board is voting on another question or while a member is addressing the Board. The motion to adjourn, while being un-debatable, does not prevent the assembly from being informed of business requiring attention before adjournment.
- O. The previous question cannot be moved by less than two (2) members rising for that purpose and adoption by a two-thirds (2/3) vote and when thus called, all debate shall be precluded. Yet the call for the previous question shall not cut off any pending amendment, but the vote shall be taken without debate on the amendments in their order and finally on the main question.
- P. A motion for reconsideration can only be entertained when made and seconded by members who were in the majority of the vote on the original question. Such motion can only be made on the same day or the next calendar day.
- Q. A motion to rescind an action, when properly noticed, can take place at any time and requires a majority vote.
- R. No member shall be interrupted while speaking unless he/she is out of order, or for the purpose of correcting mistakes or misrepresentations.
- S. No member in the course of debate shall be allowed to indulge in personal reflections.

- T. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member and the duty of the President to call him/her to order.
- U. If any member considers himself/herself aggrieved by a decision of the Chair, it shall be his/her privilege to appeal to the Board and the vote on such appeal shall be taken without debate.
- V. Members should not decline to vote on any question without weighty reasons. Those reasons should be stated at the time of the abstention.
- W. When the President has commenced taking a vote, no further debate or remark shall be admitted, unless there has evidently been some mistake. In this case, the mistake shall be rectified and the President shall recommence taking the vote.
- X. The first person recognized by the President as desiring to speak has the right to the floor.
- Y. Members need not rise in order to obtain the floor.
- Z. The Chairman of the meeting may allow informal discussion of a subject while no motion is pending.
- AA. The Chairman may speak in a discussion without rising or leaving the chair.

Except as provided above or by state statute, Board meetings will be conducted under Robert's Rules of Order—Newly Revised.

0162 **Quorum** - Five (5) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

Two (2) forms of a quorum should be avoided.

- A. "Negative Quorum: - A gathering of less than one-half (1/2) of the members of the board may be a meeting if that group possesses the power to defeat action taken by the Board of Education.
- B. "Walking Quorum" - Less than one-half (1/2) of the members of the board gathered together may constitute a meeting if it is one (1) of a series of meetings through which agreement on an issue is reached. A series of e--mail messages, phone calls, or other communications between board members could be a "meeting" or "walking quorum" because, while the board members have not physically convened, they can effectively communicate and exercise the authority otherwise vested in the board.

Revised 09/19/2005

0163 **Presiding Officer** - The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead. If neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding. The appointed chairperson shall preside at all Board committee meetings.

120.11 Wis. Stats.

0164 **Call**

0164.1 **Regular Meetings** - The Board shall hold a meeting at least once each month on the third Monday of the month at the location specified on the meeting agenda.

All regular meetings will commence at 6:00 p.m., unless otherwise specified, and will adjourn or recess to another date at 10:00 p.m., unless the meeting is extended by a majority vote of the Board upon motion and second. If executive session is scheduled to immediately follow a regular Board meeting on the same date, the Board will commence the regular Board meeting at 6:00 p.m. and

adjourn at 9:00 p.m., unless the regular Board meeting is extended by a majority vote of the Board upon motion and second.

19.84 Wis. Stats.

Revised 10/16/2017

0164.2 **Special Meetings** - A special meeting of the Board shall be held upon the written request of any Board member provided there is compliance with the following notice provision and State law.

Said notice shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the District. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the Board office and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board by personal delivery to the member or at his/her residence, or by first-class mail at least twenty-four (24) hours prior to the meeting. A special meeting may be held without prior notice if all Board members are present and consent or if each member consents in writing even if she/he does not attend.

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

120.11(2) Wis. Stats.

120.43(2) Wis. Stats.

Revised 10/16/2017

Revised 10/15/2018

0164.3 **Administrator Attendance at Board Meetings** - The Superintendent and those administrators directed by the Superintendent shall attend all meetings, when appropriate. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

0165 **Notice**

0165.1 **Public Notice of Regular Meetings** - Public notice of all meetings shall be given pursuant to state statute. The Board shall cause a notice to be posted at the Board office and in other locations considered appropriate by the Board listing the date, time, place, and subject matter of each regularly scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. To assure that notice of a meeting is specific enough to apprise the public of the purpose of the meeting, the following factors shall be considered: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and, (3) whether the meeting will involve routine or novel issues. The notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

19.84 Wis. Stats.

The notice shall also contain the following statement:

“Accommodations for disabled persons will be made upon request to the Superintendent of Schools.”

The notice shall be given to the District’s legal newspaper and, upon written request, to an individual, organization, firm, or corporation. The news media shall be entitled to receive, at its request, copies of such notices free of charge.

The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

Revised 03/24/2008

Revised 06/17/2013

Revised 10/16/2017

0165.2 **Change of Regular Meetings** - If the Board adopts a resolution changing the date, time, or place of a regularly scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted in such places as the Board may determine. Said notice shall be posted at least twenty-four (24) hours before the rescheduled meeting.

0166 **Agenda** - The Superintendent shall prepare and submit an agenda to each Board member prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President. The level of specificity of the description of subject matter for discussion shall be determined considering the following: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and, (3) whether the meeting will involve routine or novel issues.

The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as he/she shall make.

Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda."

The agenda for each regular meeting shall be mailed or delivered electronically or in person to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and supporting materials should be made available or mailed no later than five (5) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the Board member. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting; consistent with provisions calling for special meetings.

The Board shall transact business according to the agenda prepared by the Superintendent and provided to all Board members in advance of the meeting. The order of business may be altered at any meeting by a majority vote of the members present.

If the Board wishes to discuss items that were not posted at least twenty-four (24) hours prior to the meeting, the Board must (1) post a separate notice of the item(s) no less than two (2) hours prior to the meeting and (2) show good cause why posting the item at least twenty-four (24) hours prior to the meeting was impossible or impractical.

19.84(3) Wis. Stats.

Revised 03/24/2008

Revised 01/16/2017

Revised 10/16/2017

0167 **Conduct**

0167.1 **Voting** - All regular and special meetings of the Board shall be conducted in public. No act shall be valid unless otherwise required by law or by Board bylaw that is consistent with law and a proper record made of the vote. Meetings of the Board shall be public and no person shall be excluded therefrom.

19.83 Wis. Stats.

Revised 01/16/2017

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

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

19.83 Wis. Stats.

0167.2 **Closed Session** - The Board may meet in a closed session (closed to the public) for specified purposes.

Each closed session requires a majority roll-call vote of the Board and may be held for the following purposes:

- A. To deliberate a case that was the subject of any hearing before the Board; [19.85 (1) (a) Wis. Stats.]
- B. To consider dismissal, demotion, licensing, or discipline of any Board employee or person licensed by the Board, or the investigation of charges against such person, and the taking of formal action on any such matter, provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session; [19.85(1)(b) Wis. Stats]
- C. To consider the employment, promotion, compensation, or performance evaluation data of any employee; [19.85(1)(c) Wis. Stats]
- D. To consider strategy for crime detection or prevention; [19.85(1)(d) Wis. Stats]
- E. To deliberate or negotiate the purchase of public properties, the investment of District funds, or the conduct of other Board business whenever competitive or bargaining reasons require a closed session; [19.85(1)(e) Wis. Stats.]
- F. To consider financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons (except where paragraph B above applies), which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; [19.85 (1)(f) Wis. Stats.]
- G. To confer with the Board's legal counsel that is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved; [19.85 (1)(g) Wis. Stats.] or,
- H. To consider requests for confidential, written advice from the Ethics Board under 19.46(2) Wis. Stats., or from any county or municipal ethics board under 19.59(5) Wis. Stats. 19.85 (1)(h) Wis. Stats.]
 - i. The presiding officer shall announce the nature of the closed session and the specific section of the law that allows for the closed session.

- ii. No other business other than that stated in the public notice may be conducted in a closed session. The Board may not reconvene its regular or special meeting within twelve (12) hours after a closed session, unless public notice of the reconvened meeting was part of the public notice of its regular or special meeting.
- iii. In keeping with the confidential nature of closed sessions, no member of the Board shall disclose to anyone the content of discussions that take place during such closed sessions.

Other than expulsion hearings, closed sessions of the Board will not be recorded, filmed, or photographed without prior approval of the Board. Any such recording, film, or photograph must be maintained in accordance with Policy 8310, Public Records, and Policy 8330, Student Records.

Revised 01/16/2017

Revised 10/16/2017

0167.3 **Public Participation at Board Meetings** - The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Agenda Items - Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than ten (10) days prior to the meeting and include the following:

- A. Name and address of the participant.
- B. Group affiliation, if and when appropriate.
- C. Topic to be addressed.

Such requests shall be subject to the approval of the Superintendent and the Board President.

Public-Participation Section of the Meeting - To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings.

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

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted at the discretion of the presiding officer.
- B. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
- C. Attendees must register their intention to participate in the public portion of the meeting under the "citizens and delegation" agenda item.
- D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, group affiliation, if and when appropriate.
- E. Each statement made by a participant shall be limited to two (2) minutes duration.
- F. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- G. Participants shall direct all comments to the Board and not to staff or other participants.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.

- I. The presiding officer may
 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and,
 5. waive these rules.
- J. The portion of the meeting during which the participation of the public is invited shall be limited to fifteen (15) minutes, unless extended by a vote of the Board.
- K. Recording, filming, or photographing the Board's open meetings is permitted. No such recording is permitted during closed session meetings. The person operating the equipment should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
 1. No obstructions are created between the Board and the audience.
 2. No interviews are conducted in the meeting room while the Board is in session.
 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
 4. The Board President is the official spokesperson for the Board.

19.90 Wis. Stats.

Revised 08/15/2011

Revised 10/16/2017

- 0167.5 **Use of Electronic Mail** - Since e-mail is a form of communication that could conflict with the Open Meetings Law, and must be preserved for production in the context of public records request, Board members are strongly discouraged from communicating via electronic mail regarding Board business with other Board members, District administrators, school staff, or members of the community. If a Board member does utilize electronic mail, it may be used only for the purposes of communicating the following:
- A. Messages between Board members or between a Board member and employee(s), which do not involve deliberating or rendering a decision on matters pending before the Board.
 - B. Possible agenda items between the Superintendent and the Board President.
 - C. Times, dates, and places of regular or special Board meetings.
 - D. A Board meeting agenda or public record information concerning items on the agenda.
 - E. Requests for public record information from a member of the administration, school staff, or community pertaining to District operations.
 - F. Brief, factual responses to questions posed by members of the public, administrators, or school staff, with concurrent copy of the response sent to the Superintendent.

- G. Under no circumstances shall the Board members use email to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

Revised 09/19/2005

Revised 01/16/2017

- 0167.6 **Email - Public Records** - There should be no exception of privacy for any messages sent by email. All e-mail sent or received by any member of the Board in the course of conducting the business of the Board, but not using the District-provided email address, shall be provided to the District's records custodian or the Superintendent for preservation. Such records may be subject to disclosure under the Public Records Law.

The Superintendent, in consultation with the District records custodian, shall devise and develop procedures pertaining to e-mail communications and public records. The custodian shall do the following:

Develop procedures for collecting, archiving and cataloguing Board email communications.

Board members are required to provide to the records custodian all email communications when sent or received on an e-mail address other than the District-provided email address, using the procedure developed by the Superintendent and records custodian without regard to whether the Board member believes the communication is subject to disclosure under the Public Records Law.

Prior to implementation of a procedure for collection of e-mail, all such communications of the Board members must be copied to the custodian or Superintendent.

Board members shall utilize e-mail communication only as described in Bylaw 0167.5, Use of Electronic Mail.

Adopted 10/17/2005

Revised 01/16/2017

- 0167.7 **Use of Personal Communication Devices** - When performing their duties as a Board member, regardless of whether they are using personally-owned or Board-owned personal communication devices (PCDs), Board member use of PCDs shall be in accordance with the following policies/administrative guidelines:

A. Policy 7530.02, Staff Use of Personal Communication Devices

B. Policy/Administrative Guidelines 7540, Technology Acceptable Use

For the purpose of this bylaw, PCDs shall be defined as set forth in the above-identified policies.

Adopted 02/20/2017

0168 **Minutes**

- 0168.1 **Open Meeting** - The Clerk, or a temporary clerk appointed by the presiding officer, shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed by the President or the Clerk at the next regular meeting. The minutes shall include all votes taken at the meeting.

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

The minutes shall be available for inspection at the Superintendent's office and shall be available for purchase at a fee estimated by the Business Office to cover the cost of printing a copying.

The official minutes shall be bound together by years and kept in the Administration Center of the District.

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

The minutes shall show only action taken.

120.11 Wis. Stats.

Revised 09/09/2003

Revised 09/19/2005

DUTIES
(Adopted 11/18/2002)

0171 **Officers**

0171.1 **President** - The President of the Board shall:

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

120.15 Wis. Stats.

0171.2 **Vice-President** - The Vice-President of the Board shall act as chairperson of the Board meeting by:

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

120.15 (5) Wis. Stats.

0171.3 **Clerk** - The Clerk of the Board shall:

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

120.17 Wis. Stats.

Revised 10/16/2017

0171.4 **Treasurer** - The Treasurer of the Board shall:

- A. apply for, receive, and sue for all money appropriated to or collected for the District and disburse the same in accordance with law;

- B. enter in the account books all money received and disbursed, and specify the source of the funds, the person to whom funds were paid, and the object of the payment;
- C. immediately upon receipt, deposit District funds in the District's name in a public depository designated by the Board;
- D. present at the annual meeting a written statement of all money received and disbursed by the District in the preceding year; and,
- E. perform other duties prescribed by statutes or by the Board.

120.16 Wis. Stats.
66.042 Wis. Stats.

0172 **Legal Counsel** - The Board may appoint a law firm or firms to advise and represent the District in all matters requiring legal counsel. The Board may also enter into other appropriate legal services memberships.

Under Wis, Stats. 120.15, the Board President may incur legal expenses for the District without specific authorization from the full board. Board members other than the Board President may incur legal expenses for the District only with prior authorization from the full board.

The Superintendent may, in his/her sole discretion, consult Board-approved legal counsel and incur expenses on any matter concerning the District.

The Superintendent may authorize other administrators to consult Board-approved legal counsel.

0173 **Independent Auditor** - The independent auditor shall:

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

120.14 Wis. Stats.

0174 **Reports**

0174.1 **Annual Report** - By September 1st, the Board Clerk shall file (publish) with the Department of Public Instruction an annual school district report in the format prescribed by the Department of Public Instruction as required by law.

0174.2 **School Performance Report** - The Board will also publish an annual school and school district performance report, including all information prescribed by statute. By January 1st of each year, the Board shall notify the parents of each student enrolled in the District of the right to request a school and District performance report. By May 1st, the Board shall distribute copies of the report to those who have requested the report, including students enrolled in charter schools located in the District that have requested the report. The school and District performance reports will be posted on the District's website.

Revised 09/21/2015

0174.3 **Other Reports** - In addition, the Board shall publish other reports as it deems necessary to keep the community and government authorities adequately informed about the operation of the District.

120.18 Wis. Stats.

115.38 (1) Wis. Stats.

Revised 09/21/2015

0175 **Association Memberships** - The Board shall maintain membership in the Wisconsin Association of School Boards and may take part in the activities of this group.

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

0175.1 **School Board Conferences, Conventions, and Workshops** - The Board recognizes the value of membership and attendance at conferences and meetings at the local, county, state, and national level.

Attendance at local, county, state, and national workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Travel and personal expenses of spouse, children, or other guests traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.

The President of the Board will regularly receive a record of Board member attendance at conferences.

The Board believes that training for its members is vital in order for the Board to appropriately carry out its responsibilities in the most informed and prudent manner possible. Informed decision-making grows more important as school governance becomes increasingly complex.

In keeping with this position, the Board encourages the participation of its members at Board meeting, seminars, conventions or workshops, and locally organized training programs.

Conference, convention, and other training expenses shall be budgeted for on an annual basis by the Board. The Board establishes the following guidelines for the approval of Board reimbursed training:

A. In-State Conventions - Any Board members may attend relevant in-state meetings, seminars, conventions, and workshops.

B. National Conventions

1. To be eligible for consideration, a Board member must have attended a Wisconsin Association of School Board State Convention during the prior five (5) years.
2. No more than two (2) Board members may attend any single out-of-state meeting, seminar, convention or workshop within one (1) fiscal year.
3. No individual Board member may attend more than one (1) national meeting, seminar, convention or workshop during a single fiscal year.
4. When more than two (2) members apply for a national meeting, seminar, convention or workshop, or when budgeted funds limit the numbers of members that may participate in the national meeting, seminar, convention or workshop, the Board President will determine who is approved to attend using the following guidelines:

- a. First priority shall be given to those members who have not previously attended a national meeting, seminar, convention, or workshop of the type requested.
- b. Second priority should be given to those members with the longest elapsed time since attendance at a national meeting, seminar, convention, or workshop.
- c. Members in the last year of their term who are not running for re-election shall not be approved to attend a national meeting, seminar, convention, or workshop.