

**GENEVA JOINT 4-WOODS ELEMENTARY SCHOOL BOARD POLICIES  
SECTION 100- BOARD OPERATIONS**

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## Current Policies

### **101.1 Name**

The Board of Education of this District shall be known officially as the Geneva Joint #4 Board of Education.

**Approved: March 2011**

### **101.2 Purpose**

The Board of Education exists for the purpose of providing a system of free, public education for children in grades preK-8.

**Approved: March 2011**

### **101.3 Boundaries**

The Geneva Joint #4 Board of Education is comprised of the area in the description on file in the Woods Elementary School/District office.

**Approved: March 2011**

### **101.4 Classification**

The Geneva Joint #4 Board of Education shall be classified as a common school district.

**Approved: March 2011**

### **101.5 Address**

The official address of the Geneva Joint #4 Board of Education shall be N2575 Snake Road, Lake Geneva, WI 53147.

**Approved: March 2011**

### **102.1 Authority**

The supervision of this District shall be conducted by the Board of Education, hereinafter sometimes referred to as the "Board", which is constituted and is governed by the laws of the State of Wisconsin.

Individual members of the Board do not possess the powers that reside in the Board of Education. The Board speaks through its minutes and not through its individual members. An act of the Board shall 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.

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

Chapters 118 and 120, Wis. Stats.

**Approved: March 2011**

**Revised: January 2013**

### **102.11 Public Expression of Board Members**

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

Chapters 118 and 120, Wis. Stats.

**Approved: January 2013**

### **102.2 Board Powers**

The power of this Board of Education 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 also authorize the development and promulgation of rules and guidelines by the District Administrator for the proper operation and management of the District, including the conduct of students while in school or en route on school buses.

**Approved: March 2011**

### **103 Judicial**

The Board of Education assumes jurisdiction over any dispute or controversy arising within this District and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

**Approved: January 2013**

### **104 Board Member Ethics**

As members of the Board of Education, Board members will strive to improve public education and to that end they 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 District Administrator;
- F. communicate to other Board members and the District Administrator 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 State and National School Boards Associations;
- 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;

## Current Policies

- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- 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.

**Approved: January 2013**

### **104.1 Conflict of Interest**

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

- A. no Board member shall use his/her position as a Board member to obtain financial gain for himself/herself, immediate family, or any organization with which s/he 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;
- C. when a member of the Board determines that the possibility of a personal interest conflict exists, s/he 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.

**Approved: March 2013**

### **104.2 Indemnification**

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

**Approved: March 2013**

### **104.3 Sexual and Other Forms of Harassment**

## Current Policies

The Board of Education 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 this 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 non-verbal 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 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 or student by a member of the Board is strictly forbidden. Any member who is found to have harassed a member of the staff or a student, will be subject to discipline by the Board and may be reported to law enforcement authorities.

**118.13, 120.13(1) 111.32(13) Wis. Stats.**

**P.I. 9, Wis. Adm. Code**

**Title IX Education Amendments of 1972, Chapter 227**

**Approved: March 2013**

### **105 School Attorney**

The board may employ 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 administrator.

**Approved: March 2013**

### **106 SCHOOL BOARD MEETINGS**

## Current Policies

- A. The Board of Education shall officially transact all business at a legal meeting of the Board. The president shall start all meetings promptly at the appointed hour. The Board shall hold various types of meetings, including:
1. Regular Meeting – the usual official legal action meeting each month.
    - a. The board will meet on the 2<sup>nd</sup> Wednesday of each month.
    - b. Meetings will be held in the Woods School Library unless otherwise stipulated by the board chairman.
  2. Special Meeting – an official legal action meeting called between the scheduled regular meetings.
    - a. Any school board member may call a special board meeting by filing a written request at the school administrative office or with the school district clerk. The district administrator will promptly inform the clerk, or, in the clerk's absence, the school board president, of any special board meeting request filed at the administrative office. The administrator will then prepare a notice of the special meeting including the time, date, place and subject matter of the meeting.
    - b. Written notice from the clerk at least 24 hours in advance of the special board meeting will be delivered by the district administrator to each board member personally or will be left at the member's usual place of abode.
    - c. When written 24-hour notice to board members cannot be given, the administrator will attempt to notify each member of the meeting and must receive written consent for the special board meeting from each member who will not attend. The Administrator will notify board members in person or by telephone at the members' homes or, during business hours, at their place of business.
    - d. The administrator will give public notice of the special school board meeting at least 24 hours in advance of the meeting. When, for good cause, 24 hour notice is impossible or impractical, shorter notice may be given, but in no case may the public notice be provided less than 2 hours in advance of the meeting, and no meeting will be held without such public notice.
    - e. Whenever there is insufficient time to publish public notice of a special board meeting, the notice of the special board meeting will be posted at the following location: Woods School Office.
  3. Executive Session – a background discussion session called to acquaint the Board with information of a confidential nature such as matters of personalities, property sale, or acquisition. Official action can be taken at these sessions with appropriate records, minutes and roll call vote of voting members.
    - a. All meetings of the board and its committees will be open to the public except a meeting of the board may be convened in a closed session under one or more of the exemptions provided for by state statutes and those listed below:
      - 1.) Deliberating after any judicial or quasi-judicial trial or hearing.
      - 2.) Considering dismissal, demotion, licensing or disciplining of any school district employee provided the employee is given notice of any evidentiary hearing which may be held prior to final action being taken and of the meeting at which final action may be taken. The notice will contain a statement that the employee has the right to demand that the evidentiary hearing or meeting be held in open session.
      - 3.) Considering employment, promotion, compensation, or performance evaluation data of any school district employee.
      - 4.) Considering specific applications of probation or parole, or considering strategy for crime detection or prevention.
      - 5.) Deliberating or negotiating the purchase of public properties, the investing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.
      - 6.) Considering financial, medical 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 3a,(2) 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.

7.) Conferring with legal counsel for the board, or one of its committees, who 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.

8.) Consideration of requests for confidential written advice from the ethics board under Wisconsin Statutes 19.46 (2) or from any local government ethics board.

- b. Furthermore, no motion to hold a closed session or to adjourn an open session will be adopted, unless the 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.
- c. The board will not commence an open session, subsequently convene in a closed session within a 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.
- d. That a closed session will be, or was, held will be recorded in the minutes of the preceding or subsequent regular meeting and all actions recorded by a roll call vote.

**LEGAL REF: Wis. Stat. 19.81 et seq. and 120.11 (1)**  
**Approved: March 2013**

## **116 Public Participation at Board Meetings**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters. 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 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 as indicated on the order of business; before the Board takes official action on any issue of substance; and/or at the discretion of the presiding officer.
- B. *Speakers may offer such objective criticisms of school operations and programs as concerns them. But in public session, the board will not hear personal complaints of school personnel or against any person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals.*
- C. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
- D. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- E. Participants must be recognized by the presiding officer.
- F. Each statement made by a participant shall be limited to three (3) minutes duration *or the discretion of the presiding officer.*
- G. No participant may speak more than once on the same topic.
- H. Participants shall direct all comments to the Board and not to staff or other participants.
- I. All statements shall be directed to the presiding officer; no person may address or question Board members individually.

## Current Policies

- J. *The Board vests in its president or other presiding officer authority to terminate the remarks of any individual when they do not adhere to the rules established above.* 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.

**Approved: May 2013**

### **116.1 E-mail – Public Records**

There should be no expectation of privacy for any messages sent by e-mail. All messages sent or received by any member of the Board in the course of conducting the business of the Board shall be provided to the District's Records Custodian or the District Administrator for preservation. Such records may be subject to disclosure under the Public Records Act.

**Approved: May 2013**

### **117 Rules of Order**

- A. The Board believes it can meet as a body and proceed best with its deliberations in an atmosphere of free exchange of information and opinion unhampered by formal rules of order which are usually designed for the management of large groups or organizations. Hence, the Board shall not consider itself bound by the rules of any certain manual of parliamentary procedure.
- B. The president of the Board, or the person chairing the meeting, may discuss and have a vote on all matters before the Board.

**Approved: May 2013**



## 119 Policy Development

- A. The Board will adopt policies to guide the actions of those to whom it delegates authority. These policies will be recorded in writing and organized according to a standard policy classification system.
- B. In formulating policies, the Board will adopt general principals and statements of intent. The administrator will, when necessary or when directed by the board, prepare written regulations to ensure the implementation of Board policy.
- C. The administrator in cooperation with staff and the Board, will recommend policies for adoption and recommend revision of existing policies. Policies and/or revisions may be proposed by any member of the Board, by any lay group or organizations, or by any citizen. Recommended policies will not be formally acted on by the Board until the regular meeting following the presentation of such policy to allow time for review and possible change.
- D. The Board will reappraise its policies periodically in view of the changing needs of the community and schools.
- E. The administrator is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to put them into effect.
- F. Accessibility is to extend at least to employees of the school system, to members of the Board, and to persons in the communities insofar as conveniently possible.
- G. The Board shall delegate to the District Administrator the function of specifying required actions and designing the detailed arrangements under which the school will be operated. These detailed arrangements shall constitute the administrative guidelines governing the schools which are not inconsistent with statutes or regulations of the Department of Public Instruction or the policies of this Board.
- H. The District Administrator shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

**Approved: May 2013**

## 121 School Board Elections

A. School Board elections will be held on the first Tuesday in April.

1. Notice of Election

On or before the third Tuesday in December, the school district clerk is required to publish a notice of the school district election stating the time, place, and manner for filing declarations of candidacy.

2. The school district clerk is required to notify the clerk of each municipality lying wholly or partially in the school district of the spring election and the primary election, if one is to be held.

B. The school district clerk must also furnish the municipal clerks with a copy of the notice of school board election and an adequate supply of ballots.

1. Declaration of Candidacy

Candidates must file a written declaration of candidacy prior to 5:00 p.m. on the first Tuesday in January. Declarations of candidacy are verified by the school board immediately after the filing deadline. Official declarations should be read as follows: I, \_\_\_\_\_, a qualified elector, do hereby announce my intention to be a candidate for election as a member of the School Board of Joint School District No. 4 of the Town of Geneva, at the next election. I declare that I am a legal resident in the following apportioned area:  
Geneva Township \_\_\_\_\_ Linn Township \_\_\_\_\_.

2. Filling Unexpired Terms

Elections to fill unexpired terms are conducted at the same time and in the same manner as other elections.

3. Costs of the Election

If no state, municipal or judicial election is held on the day of the School Board election, then the school district must pay the costs of the election.

4. Recounts at an election of school Board members are conducted under the direction of the School Board in accordance with the general election laws.

5. Determining Successful Candidates for Regular/Unexpired Terms

In the case of a Board of more than three members, the regular terms are filled by the candidates receiving the highest number of votes and the unexpired terms by the candidates receiving the next number of votes.

LEGAL REF: Wis. Stat. 120.06, 120.05

**Approved: May 2013**

## 121.1 School Board Vacancies

In the event a vacancy occurs on the Board due to the death, resignation, removal from office of the incumbent, change in domicile, or other just cause as outlined by the state law, the vacancy shall be filled within 30 days by appointment by the remaining members of the Board. Appointed Board members shall serve until either:

1. the next following election, if the vacancy occurred prior to December 1,
2. or the second spring election, if the vacancy occurred after December 1.

When a vacancy occurs, qualified electors may contact the Board to express interest. Board members may also contact qualified electors to determine their interest in the vacancy.

Appointed Board members shall take office immediately upon appointment.

LEGAL REF: Wis. Stat.       17.03  
                                      17.26  
                                      17.28  
                                      19.01  
                                      120.06(4)

**Approved: May 2013**

## 121-Guideline Board Officers

### A. President

The President of the Board of Education shall:

1. act as chairperson at meetings of the Board and ensure that minutes of meetings are properly recorded, approved, and signed;
2. countersign all checks, share drafts, or other drafts for disbursement of District funds;
3. defend on behalf of the District all actions brought against it;
4. prosecute, when authorized by an annual meeting of the School 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;
5. Perform other duties appropriate to the office of the President under 120.15 Wis. Stats.

120.15, Wis. Stats.

### B. Clerk

The Clerk of the Board of Education shall:

1. act as clerk and record the proceedings of all meetings of the Board;
2. enter the proceedings of the Board in proper record books;
3. enter in the record book copies of all Clerk's reports sent to municipal clerks;
4. draw and record orders on the Treasurer as directed by the Board.

## Current Policies

5. be the chief election officer of the District with authority to report the name and post-office address of each Board member, within ten (10) days after his/her election or appointment, to the clerk and treasurer;
6. perform other duties as prescribed by law or the Board.

120.17, Wis. Stats.

### **C. Treasurer**

The Treasurer of the Board of Education shall:

1. apply for, receive, and sue for all money appropriated to or collected for the District and disburse the same in accordance with law;
2. enter in the account books all money received and disbursed and specify the source of the funds and the person to whom funds were paid and the object of the payment;
3. immediately upon receipt, deposit District funds in the District's name in a public depository designated by the Board;
4. present at the annual meeting a written statement of all money received and dispersed by the District in the preceding year;
5. perform other duties prescribed by statute or by the Board.

120.16, 66.042 Wis. Stats.

**Approved: May 2013**

## **121.2 New Member Orientations**

The Board and the administrative staff shall assist each new member-elect to understand the Board's functions, policies and procedures before he/she takes office. The following methods shall be employed:

1. The member-elect or appointed members shall be given materials available relating to the job as a member of the Board of Education.
2. The member-elect or appointed members shall be invited to attend Board Meetings.
3. The District Administrator shall supply materials pertinent to meetings and shall explain their use.
4. The member-elect or appointed member shall be invited to meet with the administrator and members of the Board of Education to discuss responsibilities and jobs they perform for the Board.
5. The member-elect or appointed member shall initiate conferences with the Board members and the administration to become current on District matters.
6. A copy of the Board's policies and bylaws shall be given to the member-elect or appointed member by the office of the Superintendent of Schools.
7. A current copy of The Laws of Wisconsin Pertaining to Public Schools, past minutes and agencies will be made available to the member-elect or appointed member upon request.

### **121.3 School Board Compensation**

#### **A. SALARY**

As prescribed by state statute (120.10 (4) ), salaries for School Board members will be established annually at the Annual School District Meetings and are subject to approval by the school district electorate.

#### **B. TRAVEL EXPENSES**

The Woods School District will reimburse all Board members when they travel outside of the district on official school business. Expenses shall include: lodging meals, registration fees and mileage at established district rates, or fares paid for public transportation. Board members shall submit all such expenses on business vouchers or receipts.

#### **C. LOSS OF PAY**

Reimbursement for loss of regular pay by Board members brought by, and or suits against, said members in relation to school activities, shall be reimbursed at a rate commensurate with the Board members average daily salary.

LEGAL REF: Wis. Stat. 120.10 (3) (4)

### **124 Insurance**

The Woods District shall maintain adequate property and liability insurance to protect the district, the Board of Education, students and staff, against loss because of fire, damage to school property, loss to other property, or general liability resulting as a responsibility of the school district and its Board, while acting in behalf of the school district.