

SERIES 100 - BOARD OF EDUCATION

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EDUCATIONAL PHILOSOPHY

The School District of Fall Creek is dedicated to providing equal educational opportunities for all students. It is the belief of the board that the public schools should develop each student to his/her fullest potential and instill in him/her the fundamental concepts of American democracy.

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

CROSS REF.: 111, School District Educational Objectives

APPROVED: October 15, 1973

REVISED: November 5, 1990

REVISED: July 21, 1997

MISSION

The School District of Fall Creek will provide a student-centered learning environment which enhances each students knowledge, skills and attitudes which are necessary to successfully meet the present and future challenges of each student as a lifelong learner and responsible citizen in our continually changing world.

BELIEFS AND VALUES

The School District of Fall Creek believes:

- a. The student is entitled to an environment in which he/she can grow and develop physically, morally, culturally and academically;
- b. The role of the administrative and instructional staff is to guide, direct and stimulate learning and to create an environment in which learning can and must function;
- c. The school should provide a background of studies and educational experiences which teach those knowledges, understandings, skills and appreciations that enable the student to realistically approach the problems of today;
- d. The school should foster and encourage the student to develop an attitude of dignity and integrity toward work;
- e. The school should function as an educational service agency to the community;
- f. Public education should develop in each student a desirable attitude toward and an effective use of leisure time.

LEGAL REF.:

CROSS REF.:

APPROVED: July 21, 1997

GOAL SETTING

The Board recognizes the value of the goal setting process for school improvement. The goal setting process involves assessing district-wide needs and concerns and translating such concerns into achievable goals. The purpose of the goal setting process is to provide direction for administrative and Board action.

Long-range goals shall be established by the Board. Upon completion of the goal setting process, the administrative team will develop an action plan and timetable to facilitate successful completion of the goals. Goals will be monitored and adjusted, if necessary, throughout the year.

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

LEGAL REF.: Section 121.02 (0) Wisconsin Statutes

APPROVED: November 5, 1990

NONDISCRIMINATION

The School District of Fall Creek is committed to a policy of nondiscrimination in relation to race, color, creed, ancestry, pregnancy, religion, sex or sexual orientation, age, national origin, disability, marital status or parental status, political affiliation, arrest or conviction record, or other factors provided for by state and federal laws. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

In keeping with the requirements of state and federal law, the School District of Fall Creek shall strive to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes and in their discipline; in location and use of facilities; and, in educational offerings and materials.

Complaints regarding the interpretation or application of this policy shall be referred the District's coordinator for IX (sex) and pupil non discrimination (multiple protected groups) Brad Ceranski, 336 E. Hoover Ave Fall Creek, WI 54742. Phone 715-877-1090 email: bradceranski@fallcreek.k12.wi.us or the District's coordinator for section 504/Title II of the ADA (disability) Kelly Speckien, 336 E. Hoover Ave Fall Creek, WI 54742. Phone 715-877-1036 email: kellyspeckien@fallcreek.k12.wi.us and processed in accordance with established procedures.

LEGAL REF.: Title VI, Civil Rights Acts of 1964
Title IX, Education Amendments of 1972 Section 504 of
Rehabilitation Act of 1973 Sections 111.31 - 111.38 Wisconsin
Statutes

118.13
118.195
118.20

CROSS REF.: 111-Rule, Complaint Procedures (Nondiscrimination) 411, Equal Educational Opportunities

APPROVED: December 2, 1991

REVISED: July 19, 2010

REVISED: November 19, 2018

COMPLAINT PROCEDURES
(NONDISCRIMINATION)

113-RULE

Any complaint regarding the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following procedures:

- (1) Any employee, student, job applicant, or citizen complaining of discrimination on the basis of race, color, creed, ancestry, pregnancy, religion, sex or sexual orientation, age, national origin, disability, marital status or parental status, political affiliation, arrest or conviction record or other factor provided for by state or federal law shall report the complaint to the district administrator. This report shall be in writing, be signed, dated and contain a statement of facts concerning the alleged noncompliance.
- (2) The district's coordinator for IX (sex) and pupil non discrimination (multiple protected groups) Brad Ceranski or District's coordinator for section 504/Title II of the ADA (disability) Kelly Speckien, upon receiving such a complaint shall: (a) immediately undertake an investigation of the suspected infraction, and (b) within 15 working days after the date of the receiving resolution, decide the merits of the case, determine the penalty to be imposed, and report in writing the findings and recommended resolution to the grievant.
- (3) If any of the parties are dissatisfied with the recommended resolution, they may file an appeal in writing with the Board within 15 working days after the date of recommended resolution.
- (4) The Board shall hear the appeal at its next regular meeting, or at the Board President's discretion, the appeal may be considered at a special meeting.
- (5) The Board shall make its decision in writing within 3 working days of the hearing. The Board shall have the power to affirm, reverse or modify the decision being appealed.
- (6) Appeal beyond the Board may be made to appropriate agencies (e.g. State Superintendent of Public Instruction, Equal Employment Opportunities Commission) and/or the courts having proper jurisdiction.

LEGAL REF.: Title VI, Civil Rights Acts of 1964, Title IX, Education Amendments of 1972, Age Discrimination Act of 1967, Sections 504 of Rehabilitation Act of 1973, Sections 111.31 – 111.39, Wisconsin Statutes 118.13, 118.195, 118.20

APPROVED: December 2, 1991
REVISED: July 19, 2010
REVISED: November 19, 2018

SCHOOL DISTRICT LEGAL STATUS

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

The official name of this school district is the "School District of Fall Creek". It is classified as a common school district and includes the village of Fall Creek and portions of the townships of Lincoln, Ludington, Washington, Seymour and Clear Creek in Eau Claire County.

Educational services of the school district shall be organized as a program of instruction for grades Kindergarten through twelve. The district shall be operated as a single system by the Board of Education under the direction of the district administrator.

The School District of Fall Creek shall consist of an elementary school, a middle school and a high school. The Board may authorize the district administrator to establish other special classrooms or programs as necessary.

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

APPROVED: October 15, 1973

REVISED: November 5, 1990

SCHOOL BOARD LEGAL STATUS

The Board of Education derives its authority to govern the School District of Fall Creek directly from the Wisconsin Constitution and the state statutes. Therefore, the Board shall act as an agent of the state in developing an educational program in accordance with laws governing public education and common school districts.

Number of Board Members

The Board shall consist of five (5) members elected at large.

Terms of Office

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

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

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

APPROVED: October 15, 1973

REVISED: November 5, 1990

SCHOOL BOARD ELECTIONS

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

Board members shall be elected at large by a plurality vote of the electors of the district. Two members shall be elected each year, with the exception of every third year when one member will be elected.

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

LEGAL REF.: Sections 120.03 Wisconsin Statutes
 120.06

APPROVED: October 15, 1973

REVISED: November 5, 1990

BOARD MEMBER RESIGNATIONS

School board member resignations should be made in writing to the Board President or district administrator. A resignation will become effective upon the date specified in the letter of resignation or, if no date is specified, upon delivery of the letter of resignation to the designated person. The designated person shall be responsible for notifying the Board of the resignation.

When a Board member ceases to be a resident of the district, or remains absent from the district for a period exceeding sixty (60) days his/her board member seat shall be considered vacant. The Board shall fill the vacancy in accordance with established procedures.

LEGAL REF.: Section 17.01 Wisconsin Statutes

CROSS REF.: 133, Filling Board Vacancies

APPROVED: November 5, 1990

FILLING BOARD VACANCIES

In the event a vacancy occurs on the Board due to the death, resignation, removal from office of the incumbent, or other just cause as outlined by state law, the vacancy shall be filled by appointment of the remaining members. The appointment shall be made as soon as possible. Appointed Board members shall serve until either the next following or second spring election, depending upon the time of year of initial appointment to the Board.

Qualified electors may contact the Board to express an interest in the vacancy on the Board, or Board members may contact qualified electors directly to determine if they have an interest in the vacancy. Candidates for a vacancy on the Board shall be considered at an open meeting, unless there are exceptional reasons to consider the candidates in closed session. The Board may consider candidate(s) in a closed session only if the discussion involves financial, medical, social or personal histories or disciplinary data which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidate(s).

The candidate appointed to the vacancy shall, pending acceptance and filing the oath of office, be seated at the next meeting of the Board.

LEGAL REF.: Sections 17.03 Wisconsin Statutes
 17.26
 19.01
 120.06 (4)

APPROVED: October 15, 1973

REVISED: November 5, 1990

BOARD OFFICERS

Following the spring election, the Board shall hold its organizational meeting and elect Board officers for the year. The Board officers shall consists of a President, Vice-President, Clerk and Treasurer.

If a Board officer is unable to discharge the duties of his/her office due to disability or absence, the Board may appoint a person to discharge the duties of such officer until the disability and absence no longer exists.

Duties of President

The President shall:

1. Preside at all meetings of the Board.
2. Countersign all warrants drawn upon the school district treasury.
3. Sign all contracts on behalf of the Board.
4. Appear on behalf of the district in all actions or brought against it.
5. Perform such other duties as prescribed by law or by the Board.

Duties of Vice-President

The Vice-President shall:

1. Serve in the absence of the President and perform such other duties as may be assigned to him/her by the Board President or the Board.

Duties of Treasurer

The Treasurer shall:

1. Work closely with the district bookkeeper and district administrator on fiscal matters.
2. Act as the fiscal agent of the district and be aware of anticipated monies from towns or municipalities within the school district.
3. Be prepared to make such financial reports to the Board as are deemed necessary and as are certified to him/her by the district bookkeeper.
4. Sign all warrants drawn upon the school district treasury.
5. Perform such other duties as prescribed by law or by the Board.

Duties of Clerk

The Clerk shall:

1. File and preserve copies of all reports made by Board action and minutes of the Board.
2. Keep a record of all meetings of the Board or assign person to do so.
3. Sign all warrants drawn upon the school district treasury and sign state reports as necessary.
4. Serve as temporary chairman in the event that both the President and vice President are absent.
5. Perform such other duties as prescribed by law or by the Board.

LEGAL REF.: Sections 120.05 120.15 120.16 120.17 Wisconsin Statutes

APPROVED: October 15, 1973

REVISED: November 5, 1990

SCHOOL DISTRICT LEGAL COUNSEL

An attorney shall be appointed by the Board to represent the School District of Fall Creek annually. He/she shall be paid on a time or retainer basis, or by some other method as determined at the meeting in which he/she is appointed.

The attorney shall attend meetings of the Board when requested and be ready for consultation if needed.

Outside of the Board meeting, legal advice shall be obtained through the Board President or the district administrator. Exceptions may be made by the Board. The Board will be informed of all legal options.

LEGAL REF.: Sections 120.10 (14) Wisconsin Statutes
 120.13 (9m)
 20.15 (2) - (4)

APPROVED: October 15, 1973

REVISED: November 5, 1990

SCHOOL BOARD POWERS AND DUTIES

It is the policy of the Board to organize and maintain a distinction between those activities, which are appropriate to the Board as the governing body of the school district, and those administrative activities, which are performed by the district administrator and his/her staff in the exercise of a delegated administrative authority.

The Board has three major functions to perform: Legislative, executive and appraisal.

Legislative: The Board shall represent the people of the School District of Fall Creek and function as a policymaking body. The Board shall have, in accordance with the state statutes, complete jurisdiction over all functions of the district.

Executive: The Board shall select an executive officer, the district administrator, and delegate to him/her the authority for carrying out the policies, plans and administrative details necessary to insure that all phases formulated by the Board are effective in the operation of the schools.

Appraisal: The Board shall annually appraise the operation of the schools to determine its efficiency, not only in dollars and cents, but in those desirable values and objectives that are vital to the education of today's youth.

The Board further has a responsibility to provide for the financial means by which the educational program can be conducted; insure that the community be informed of the needs, purposes, values and status of the schools, and perform the specific duties imposed upon the Board by the statutes.

LEGAL REF.: Sections 120.12 Wisconsin Statutes
 120.13
 120.02 (1) (0)

APPROVED: October 15, 1973

REVISED: November 5, 1990

BOARD POLICY DEVELOPMENT

The Board shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the school system.

Board policies shall reflect the desires of the district, state and federal laws and recommendations and guidelines of the Department of Public Instruction.

Policies may be proposed, revised or eliminated only through due consideration and planning. The primary responsibility for proposing Board policies shall rest with the district administrator, however, policies may be proposed by any Board member, staff member or group of citizens in the school district provided they are placed on the meeting agenda.

Proposals for policy changes, additions or deletions shall be presented at one Board meeting and approved at a subsequent meeting. In all cases, at least ten (10) days shall be elapsed between the time a policy proposal is made and its final adoption.

CROSS REF.: 151.1, Policy Review
 151.2, Policy Dissemination
 151.3, Administration in Policy Absence 151.4, Board Review of
 Administrative Rules

APPROVED: October 15, 1973

REVISED: November 5, 1990

POLICY REVIEW

Board policies shall be reviewed on a regular basis in order to keep them up-to-date.

The Board will evaluate how the policies have been executed by relying on the administration, school staff, students and the community to provide evidence of the effect of the policies, which the Board has adopted.

The Board directs the district administrator, or designee, to annually review the entire policy manual and make such suggestions for revision, as he/she deems necessary. All policy manuals shall be recalled periodically for purposes of updating.

APPROVED: November 5, 1990

REVIEWED: July 25, 2012

POLICY DISSEMINATION

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

Examples

1. One to each school office
2. One to each of the school libraries
3. One to each Board Member
4. Make available on line

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

APPROVED: November 5, 1990

REVISED: September 17, 2012

ADMINSITRATION IN POLICY ABSENCE

In cases where emergency action must be taken and the Board has provided no policy guidelines, the district administrator shall have the authority to act. It shall be the duty of the district administrator to inform the Board President promptly of such action and of the need for policy.

APPROVED: November 5, 1990

REVIEWED: July 25, 2012

BOARD REVIEW OF ADMINISTRATIVE RULES

The district administrator and his/her administrative staff shall have authority to develop rules and regulations which provide for the orderly operation of the school system and the implementation of Board policies.

Administrative rules and regulations which implement specific Board policies shall be submitted for Board approval prior to their being issued. Only one reading is required for administrative rules.

APPROVED: October 15, 1973

REVISED: November 5, 1990

REVISED: September 17, 2012

SELF EVALUATION OF THE BOARD

November 1998

The following list of 20 items pertaining to the operation of the School Board is the basis for an annual self-evaluation of the Board, which will be carried out in conjunction with the annual evaluations of the district administrator and administrative staff of the district.

Each Board member should complete the rating scale for each item as follows: 1-SD (Strongly Disagree) to 5-SA (Strongly Agree).

SD - SA

A. Board Relationship with the District Administrator:

- 1 2 3 4 5 (1) The Board keeps the district administrator informed on issues, needs and complaints in a manner allowing him/her the opportunity to solve related problems in a professional manner.
- 1 2 3 4 5 (2) The Board clearly interprets its position on controversial matters pertaining to the school district, thereby enabling the district administrator to properly carry out the wishes of the Board.
- 1 2 3 4 5 (3) The Board supports the district administrator's administrative regulations and decisions to the public and staff members, and relays any disagreement in a private or executive session.
- 1 2 3 4 5 (1) The Board disregards personalities and considers the recommendations of the district administrator in an unbiased and objective manner.

B. Board Relationship with the Community:

- 1 2 3 4 5 (1) The Board recognizes that their fellow citizens have entrusted them with the educational development of the children and youth of this community.
- 1 2 3 4 5 (2) The Board recognizes that the community expects their first and greatest concern to be in the best interest of each and every one of the young people, without distinction as to who they are or what their background may be.

SD - SA

- 1 2 3 4 5 (3) The Board enacts policies supporting the efforts of the administration in helping all the people of this community to have all the facts all the time about their schools, to the end that they will readily provide the finest possible school program, staff and school facilities.

C. Board Relationship Between Members During Meeting:

- 1 2 3 4 5 (1) Individual members of the Board treat other members of the Board and professional staff with respect during Board Meetings.
- 1 2 3 4 5 (2) Differences of opinion influencing Board member votes are based on the issues at hand and not on a personality basis.
- 1 2 3 4 5 (3) Each member of the Board conducts himself/herself in such a manner as to emphasize that individual Board members have authority only when convened in a legally conducted Board meeting with at least a quorum present.

D. Board Relationships with Staff and Personnel:

- 1 2 3 4 5 (1) The Board requires the district administrator to recommend personnel for their consideration, and consistently adheres to this procedure.
- 1 2 3 4 5 (2) The Board Members make every effort to become acquainted with the personnel of the district.
- 1 2 3 4 5 (3) The Board members maintain personal friendships with district personnel without allowing them to affect overall Board decisions and/or policies.

E. Board Relationship to the Instructional Program:

- 1 2 3 4 5 (1) The Board makes every effort to keep informed about the instructional program by providing for periodic reports as deemed necessary, and by periodic visitation in the schools.
- 1 2 3 4 5 (2) The Board makes every effort to gain information from the community pertaining to instructional program needs.
- 1 2 3 4 5 (3) The Board maintains policies necessary to enable the educational staff to develop the educational program required to meet the needs of the community.

F. Board Relationship to the Financial Management of the Schools:

SD - SA

- 1 2 3 4 5 (1) The Board established the policies and provides the necessary resources to properly manage the finances of the school district.
- 1 2 3 4 5 (2) The Board requires the proper accountability for the expenditure of funds in the school district.
- 1 2 3 4 5 (3) The Board provides justified funding to maintain a high quality educational program in this district.
- 1 2 3 4 5 (4) The Board keeps the community informed about the financial needs of the school district.

G. General Statements:

- (1) List any significant accomplishments made by the School District during the past year.
- (2) List in order of priority the four major problems the Board faces:
- A.
- B.
- C.
- D.
- (3) List any weaknesses you have observed in the operation of the school district:

(4) Goals and objectives for the district (attach additional pages as necessary).

A. Short Term (1-3 years)

B. Long- Range

BOARD MEMBER AUTHORITY

Board members shall contribute their best effort in discharging their duties and responsibilities in the possession, care, control and management of the property and affairs of the district.

All business of the Board shall be transacted at legally constituted meetings of the Board. No member shall have the power to act in the name of the Board outside of a legal Board meeting, except when empowered through Board appointment to carry out a special task.

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

APPROVED: November 5, 1990

BOARD MEMBER ACCESS TO INFORMATION

It is important for Board of Education members to be knowledgeable of the entire operation of the school district. Information will be provided to keep them apprised of district operations.

In order to provide the board with information that it requests in as thoroughly effective and efficient manner as possible, the following procedures will be used:

1. Individual school board members possess all the rights granted to them by applicable state law and board policies.
2. All board members shall have access to the bills which are subject for approval at the next board meeting.
3. Individual board members may request and obtain statistics and reports, etc., as are readily available. All such requests shall be submitted to the district administrator who will have school district staff gather the information or material.
4. Board members or committees who request statistics and reports which require substantial investment of time by the administration to fulfill, shall submit the request in writing to the district administrator, who will distribute copies to the board. The requests will be reviewed at the next regular meeting, if possible, by the board and district administrator to clarify the request and determine in the context of other priorities if and when the administrative staff should respond to it. The requests, discussion of them, and action indicated will become part of the record of the board through the meeting minutes for follow-up and subsequent references.
5. Responses to such requests will be included in a memo to all board members from the district administrator. Release of documents to individual board members shall comply with applicable state laws and board policies.
6. Board members requesting documents which would be closed to the general public shall be presented to the board pursuant to item (4) above. The board will review each request and make a determination as to whether or not the documents will be released.

LEGAL REF.:

CROSS REF.:

APPROVED: October 20, 1997

NEW BOARD MEMBER ORIENTATION

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

- a. New board members shall be given any materials available relating to board member powers and duties.
- b. The district administrator shall supply materials pertinent to meetings and shall explain their use.
- c. New board members shall be invited to meet with the district administrator and the board president to discuss board and administrative responsibilities. Some of the specific responsibilities are as follows:
 - (1) Board Responsibilities-Policy Making; Designating Chief Executive; Planning, Goal Setting and Appraisal; Financial Resources; Staffing and Appraisal; Instruction; School Facilities; Students; Public Relations; Adjudication and Investigation; and General
 - (2) Board/Administrator Relationship
 - (3) Board Goals (Past/Current/Future)
 - (4) Executive Session (Confidentiality)
 - (5) Roberts Rules of Order
 - (6) Any other items as deemed appropriate by administrator or requested by board members
- d. A copy of the Board's policy manual shall be given to each new board member.
- e. New board members shall be encouraged to attend inservice sessions for new board members conducted by the Wisconsin Association of School Boards.

LEGAL REF.: Section 120.13(32) Wisconsin Statutes

APPROVED: September 19, 1994

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The Board encourages the participation of its members at appropriate school board conferences, conventions, seminars and workshops. The Board shall pay any attendance fee and shall reimburse attending Board members for travel and other necessary expenses in accordance with established procedures. Board member attendance at conferences, workshops and conventions shall be approved by the Board.

Annually, the Board shall select one of its members to represent the board at the Wisconsin Association of School Boards (WASB) Delegate Assembly.

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

CROSS REF.: 671.2, Expense Reimbursements

APPROVED: November 5, 1990

SCHOOL BOARD MEMBERSHIP

The Board recognizes the importance of being constantly informed of matters relative to the operation of a school district. In an effort to keep inform, the Board shall apply for membership in organizations such as the Wisconsin Association of School Boards and any similar area organizations.

The Board strongly encourages its members to take active and interested roles in Board organizations at all levels.

LEGAL REF.: Section 120.13 (16) Wisconsin Statutes

APPROVED: November 5, 1990

BOARD MEMBER COMPENSATION AND EXPENSES

Board member compensation shall be set at the Annual Meeting. Board members currently receive the following annual salaries:

President	\$1,500.00
Vice President	\$1,500.00
Clerk	\$1,500.00
Treasurer	\$1,500.00
Member	\$1,500.00

Board members shall also be paid actual and necessary expenses when traveling on school business in accordance with established guidelines.

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

CROSS REF.: 671.2, Expense Reimbursements

APPROVED: November 5, 1990

REVISED: August 14, 2000

REVISED: December 20, 2021

SCHOOL BOARD MEMBER CODE OF ETHICS

As representatives of all the citizens of the School District of Fall Creek, school board members are responsible for serving the best interests of the community and its students and for utilizing all available resources toward that end. In addition, individual school board members should:

- Listen to all sides of an issue before making a decision.
- Recognize the integrity of their predecessors and fellow associates and the merit of their work.
- Recognize that they may act only when in official Board session, except when serving as an officer. Officers may take actions as necessary to fulfill their required duties.
- Deal with issues in terms of general education policies rather than self-interests.
- Consider themselves as trustees of public education and attempt to preserve and protect it.
- Interpret to the district administrator, the needs and attitudes of the school district.
- Consider it an important responsibility to interpret the aims and methods of the educational program to the people of the district.
- Insist that the business transactions of the district be on an ethical, open and above board basis.
- Expect the district administrator to enforce the policies established in the district.
- Appoint or discharge employees only after proper consultation with the administrative staff.
- Expect the district administrator to keep the Board informed as much as he/she possibly can.
- Give the district administrator friendly counsel and advice.
- Refer all complaints to the proper administrative officer or insist that they be presented in writing to the entire Board through the district administrator.
- Insist that special appointive committees have only investigative and advisory capacity.
- Avoid all conflicts of interest – both financial and nonfinancial.
- Maintain confidentiality of privileged communication and protect the integrity of fellow Board members by not discussing their personal viewpoints in public.

APPROVED: October 15, 1973

REVISED: November 5, 1990

CONFLICT OF INTEREST

A Board member shall not have any direct or indirect interest in any contract with the school district, nor shall he/she furnish any labor, equipment, or supplies to the district which involve receipts and disbursements by the district aggregating more than \$5,000 in any one year.

LEGAL REF.: Section 946.13 (2) (a) Wisconsin Statutes

APPROVED: October 15, 1973

REVISED: November 5, 1990

REGULAR BOARD MEETINGS

The Fall Creek Board of Education shall meet on the third Monday of each month at 6:00 p.m. In the District Boardroom, unless changed by previous Board action.

Regular meetings may also be adjourned to a specific date, at the direction of the Board President, for the consideration of unfinished business.

All regular meetings of the Board shall be open to the public. Notice of such meetings shall be given to the public in compliance with state statutes.

LEGAL REF.: Chapter 19, Wisconsin Statutes
Section 120.11 (1)

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

APPROVED: October 15, 1973

REVISED: November 5, 1990
September 20, 1993
October 15, 2007
June 16, 2008
July 20, 2009

PUBLIC NOTIFICATION OF BOARD MEETINGS

The Fall Creek Board of Education recognizes that the public is entitled to the fullest and most complete information regarding the affairs of the Board as is compatible with the conduct of Board affairs and the transaction of Board business.

Notice of all Board meetings shall be posted in various locations in the district in accordance with state law. Board meeting notices may also be given to other news media and persons upon written request.

SUPPLEMENTS TO THE MEETING NOTICE

In the event that a matter arises that is not included on the already distributed Board meeting agenda notice, and it is determined by the Board President with the advice of the district administrator that the matter should be included on the agenda, the agenda will be supplemented with the additional matter.

The district administrator will give public notice of the supplemented agenda material at least 24 hours in advance of the meeting. When, for good cause, 24 hour notice of the supplemented material is impossible or impractical, shorter notice may be given, but the public notice should be given at least two hours in advance of the meeting.

Notice of the supplemented agenda material will be given in the same manner as the original agenda notice. All media and/or persons who have filed a written request for Board meeting notification shall be contacted by telephone regarding supplemented agenda material.

LEGAL REF.: Sections 19.84 Wisconsin Statutes
 120.11 (2)&(4)

CROSS REF.: 171.2, Agenda Preparation and Dissemination

APPROVED: January 7, 1991

AGENDA PREPARATION AND DISSEMINATION

The district administrator, and his/her staff, shall prepare all agendas for meetings of the Board. In doing so, the district administrator shall consult as appropriate with the Board President.

Items of business may be suggested by any Board member, staff member, or citizen of the district. In order to be placed on the agenda, items must be submitted in writing to the district administrator well in advance of the meeting.

The Board shall follow the order of business set up by the agenda unless altered by a majority vote of the members present. The Board will not act on any item that is not on the agenda.

The agenda, together with supporting materials, shall be distributed to Board members at least three (3) days prior to a meeting of the Board, so as to permit members to give items of business careful consideration.

LEGAL REF.: Section 19.84 Wisconsin Statutes

CROSS REF.: 171.1, Public Notification of Board Meetings

APPROVED: January 7, 1991

SPECIAL BOARD MEETING

Special Board meetings may be held upon the written request of any Board member. Members shall be notified at least 24 hours prior to the meeting, and preferably three (3) days in advance of the meeting. However, shorter notice (not less than 2 hours) if, for good cause shown, it would be impossible or impractical to give at least 24-hour notice. Such notice shall be in a manner likely to give the school board member notice of the meeting such as in-person, written, telephonic, or electronic methods setting forth the time and place of said meeting.

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

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

LEGAL REF.: Sections 19.84 Wisconsin Statutes
 120.11 (2)

CROSS REF.: 171.1, Public Notification of Board Meetings

APPROVED: October 15, 1973

REVISED: January 7, 1991

REVISED: May 18, 2020

EXECUTIVE SESSIONS

All meetings of the Board and its committees shall be open to the public except when the Board meets in executive session for purposes of:

- (a) Deliberating after any judicial or quasi-judicial trial or hearing.
- (b) Consider dismissal, demotion, licensing, or disciplining of any Board employe provided the employe 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 employe has the right to demand that the evidentiary hearing or meeting be held in open session.
- (c) Consider employment, promotion, compensation or performance evaluation data of any Board employe.
- (d) Considering specific applications of probation or parole or considering strategy for crime detection or prevention.
- (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.
- (f) Considering financial, medical, 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) 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.
- (g) 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.
- (h) Considering requests for confidential written advice from the ethics board under state law, or from any local government ethics board.

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

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

That a closed session will be, or was held, will be recorded in the preceding or subsequent regular meeting.

LEGAL REF.: Section 19.85 Wisconsin Statutes

APPROVED: January 7, 1991

ANNUAL SCHOOL DISTRICT MEETING

The annual meeting of the School District of Fall Creek shall be held on the 2nd Monday in August, except as otherwise provided by a previous annual meeting.

An agenda shall be developed and public notice shall be given in accordance with state law.

LEGAL REF.: Sections 120.08 (1) Wisconsin Statutes
 120.10
 120.11 (3)

APPROVED: January 7, 1991

RULES OF ORDER

All meetings of the School Board and standing Board committees shall conduct board business using the following rules of order. In the absence of any specific legal requirement or policy established by the Board, *Robert's Rules of Order, Newly Revised* (including those procedures and procedural flexibility that *Robert's* allows for small boards) shall apply. However, the failure to follow *Robert's Rules* or any other local procedural rule(s) that have been set at the discretion of the Board shall not, standing alone, be construed to render any decisions made by the Board void, voidable, or otherwise invalid.

Presiding Officer Duties

1. Once a quorum is present at a meeting, the presiding officer shall call the meeting to order and proceed to board business. In the absence of a quorum (including as a result of the loss of a quorum during a meeting), the only official action that the Board may take is to adjourn the meeting.
2. It shall be the duty of the presiding officer at all times to preserve order at the meeting and to decide questions of order and parliamentary procedure, subject to an appeal to the Board by any two members.
3. The presiding officer has authority to make motions and vote just as other Board members do.

Motions and Discussion

1. Any Board member, including the presiding officer, shall be permitted to enter discussion on any subject on the meeting agenda. Limitations include: (a) the presiding officer shall stop the discussion of a matter if the Board or committee previously agreed to confine discussions to a definite period of time and that period of time has been used up, and (b) the presiding officer shall stop any discussion that does not apply to the pending motion/subject matter.
2. Action on items of business will be taken by motion. In this policy, the term "motion" is intended to include any "resolution" of the Board. A motion stated by one Board member may be seconded by another Board member. The effect of seconding a motion is that the motion may thereafter be withdrawn or amended prior to a vote being taken only with either (1) the approval of a majority vote of the Board, or (2) by unanimous consent. Unanimous consent can be shown by verbally asking whether any individual Board member has an objection to the proposed amendment to, or withdrawal of, the pending motion. Prior to a pending motion being seconded, the maker of the motion shall be entitled to amend or withdraw the pending motion until such time as a vote is taken.
3. In the event a motion has been stated but not seconded, any Board member may make a "call for a second" any time prior to a vote being taken. If a pending

- motion is not seconded after a "call for a second" has been made, then the minutes of the meeting shall reflect that the motion "failed for lack of a second," and the presiding officer shall continue the meeting without a vote on that motion. If a main motion has received a second and a Board member wishes to dispose of the motion without a direct vote on it, the proper procedure is to make a secondary motion to postpone the main motion (either indefinitely or to a date certain), which motion also requires a majority vote in order to pass.
4. Board members are not required to obtain the floor prior to speaking or making motions.
 5. Board members are not limited in the number of times they may speak to a question, except as the result of a motion to limit or end debate that has been adopted by the Board.
 6. When extended discussion/debate is occurring over a pending motion, any motion to end or limit discussion/debate and move to a vote on the pending main motion must be approved by a two thirds vote of those Board members who vote on the motion. A motion to establish a specific time limit for discussion of an item of business that is set prior to the beginning of the debate/discussion (or to modify such a limit after the limit has been set) shall also require a two thirds vote.
 7. A new motion shall be out of order while another motion is being discussed with the exception of appropriate secondary motions, such as the following: an amendment to the motion under discussion, a motion to adjourn, a motion to postpone the main motion (either indefinitely or to a time certain), a motion to refer the motion being discussed, or a motion to end or limit debate in order to reach a vote on the pending main motion.
 8. Informal discussion of a subject is allowed without a motion pending.
 9. No member shall be interrupted while speaking, unless he/she is out of order, or for the purpose of correcting mistakes or misinterpretations.
 10. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member, and the duty of the presiding officer to call him/her to order.

Voting

1. Voting may be by a yes or no voice vote by the members present at the meeting, except when a roll call vote is required by law or by Board policy, or when requested by the presiding officer or any member of the Board or committee. All votes on a motion to convene in closed session shall be by roll call or other method that allows for the ascertaining and recording of the votes of individual Board members. Secret (i.e., unsigned) ballots may be used only for the election of board officers.

2. Members may abstain from voting on a matter where they believe they have cause for doing so, but must announce their abstention. The names of members abstaining shall be recorded in the minutes of the meeting.
3. No Board member may cast a vote by proxy or by absentee ballot.
4. A motion is passed/adopted when a majority of the members voting have cast their votes in favor of the motion, except as otherwise required by law or by the Board.
5. On split votes, the names of the members voting with the minority shall be recorded in the minutes of the meeting. When a vote is taken by roll call, the minutes shall clearly reflect the vote of each voting Board member.
6. A motion once voted upon and whether defeated or adopted, cannot be reconsidered at the same meeting without the approval of a motion to reconsider by a majority of the members of the Board or committee. Any Board member who voted on the prevailing side of the vote on the original motion may make such a motion to reconsider the original motion.
7. A motion to rescind (nullify) any prior motion adopted by the Board at a subsequent meeting shall be handled as provided for in *Robert's Rules of Order*.

Any motion to suspend the rules shall require the approval of a two-thirds vote of those members who are present at the meeting.

This policy, while setting forth procedural rules for the conduct of meetings of standing committees, shall not be construed to grant any committee the power to take action on behalf of the Board

APPROVED: January 7, 1991

REVISED: November 21, 2012

QUORUM

For a legal meeting to be held, a quorum of Board members must be present. Three members of the Board constitute a quorum.

In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

LEGAL REF.: Section 120.11 (1) Wisconsin Statutes

APPROVED: January 7, 1991

VOTING METHOD

Voting at Board meetings will normally be by voice vote, unless a roll call vote is required by law or requested. A Roll call vote may be requested by the Board President or any member of the Board.

A majority of all votes cast at a duly constituted meeting is necessary for the transaction of Board business. The Board President shall have a vote just as other Board members.

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

LEGAL REF.: Section 19.88 Wisconsin Statutes

APPROVED: January 7, 1991

BOARD MINUTES

The Board Clerk shall cause a complete and accurate set of minutes of each Board meeting to be recorded. The minutes shall constitute the official record of proceedings of the board and should include:

1. A record of all actions taken by the Board, including the vote thereon.
2. A record of all resolutions, orders, procedures and motions in full.

Copies of the minutes shall be available to all Board members prior to the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board, shall be filed in the district office, and shall be made available to interested citizens during regular office hours.

The minutes shall be posted in accordance with state law.

Closed Meeting Minutes

When the Board convenes in closed session, minutes of the meeting shall be recorded and entered into the official record book of the Board. At a minimum, the minutes of the closed session should include the general subject matter of any motions, the persons making and seconding such motions, and the roll call vote.

Although normally Board minutes are required to be disclosed upon request, the minutes of closed sessions may be withheld from the public if the reason for the closed session continues. The custodian of the minutes must perform a balancing of interest test and should permit inspection in all cases except where there is a good and sufficient public interest reason which requires denial. As soon as the need to maintain confidentiality lapses, the proceedings of closed meetings must be published in accordance with state law.

LEGAL REF.: Sections 19.21 Wisconsin Statutes
 19.88
 120.11(4)

APPROVED: January 7, 1991

BOARD COMMITTEES

Temporary committees may be appointed by the Board President for any purpose approved by the Board. Duties of such committees shall be outlined at the time of appointment. It shall be made clear that committees have no legal status and serve in an advisory capacity only. Temporary committees shall report recommendations to the full Board for appropriate action and will be dissolved following Board acceptance of the committee reports.

LEGAL REF.: Section 19.84 Wisconsin Statutes

CROSS REF.: 171.1, Public Notification of Board Meetings

APPROVED: October 15, 1973

REVISED: January 7, 1991

REVISED: August 16, 2010

PUBLIC PARTICIPATION AT BOARD MEETING

Citizens of the district are welcome to appear at Board meetings to voice their concerns about the school system. While Board meetings are open to the public, no individuals or groups have the right to enter into deliberations of the Board. Individuals or groups may take part in the discussion only when the Board President invites them to do so. The Board President may limit the time allotted to a speaker.

Any topic that the citizens, or a committee of citizens, wish to present to the Board should be given to the district administrator in writing for consideration at the meeting.

Only Board members and the district administrator shall be seated at the Board table, except as otherwise provided by the Board.

APPROVED: October 15, 1973

REVISED: January 7, 1991

RECOGNITIONS FOR ACCOMPLISHMENT

The School District of Fall Creek believes in the concept of recognition of groups or individuals for outstanding achievements. The Board will recognize and commend such outstanding achievements as:

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

The administrative staff, school staff, students, citizens and/or Board members may make recommendations for recognition and commendation.

APPROVED: January 7, 1991