

Section 200

Board Governance and Operations

250 Regular BOE Meetings
221 Virtual Board Meetings in Emergency Situations

5/11/2015
4/13/2020

PRAIRIE DU CHIEN AREA SCHOOLS

BOARD POLICIES

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SCHOOL BOARD LEGAL STATUS

The School Board of the Prairie du Chien Area School District derives its authority to govern the local school directly from the constitution of Wisconsin and the statutes of the legislature and the Department of Public Instruction. However, the Board also recognizes, that by custom and tradition, it has a responsibility to the citizenry it serves and the persons it employs to discharge its duties and obligations in a manner that will ensure the highest possible educational level of the citizens of the Prairie du Chien Area School District.

In accepting this dual source of authority and responsibility, the Board of Prairie du Chien Area School District further accepts its role as the policy-making body for the district and declares its intent to perform this function within the framework of the law and the will of the local citizenry.

Number of Board Members

The School Board will consist of seven members, elected at-large by a plurality vote cast by the qualified electors of the school district.

Term of Office

Board members will serve three years and until their successors have been elected and qualified.

LEGAL REFS: Article X, sec. 1 and 3, Constitution of Wisconsin

Wis. Stat. 115.01 (4)
118

120

121

Adopted: 7/13/1993

Revised: 3/10/1997; 11/13/2000; 3/11/2002

SCHOOL BOARD POWER AND DUTIES

The Prairie du Chien Area School Board has complete and final control over local school matters subject only to limitations imposed by state law and regulations of the Wisconsin Department of Public Instruction, and of course, the will of local residents as expressed in district elections. The board believes its major responsibilities are:

1. To determine educational standards and goals for the school district.
2. To exercise educational leadership and draft policies for the operation of the school.
3. To employ a district administrator.
4. To authorize the appointment of teachers and other staff members.
5. To secure money for school operational needs and building programs and to authorize specific education.
6. To express and represent the views of the community in matters affecting education.
7. To interpret the educational program and needs to the community and to professional staff under the direction of the district administrator.

In order to discharge these varied and necessary responsibilities the Board will rely on the consultative resources available in the community and on the professional staff of the school.

Although the Board retains full legislative and judicial authority over the school, it delegates all executive, supervisory, and instructional authority and operation to its professional staff under the direction of the district administrator.

LEGAL REFS: Wis. Stat. 115.01 (4)
 120.13
 121.02

Note : Section 121.02 lists the standards set by the Department of Public Instruction which school districts should meet in order to provide equal and basic educational opportunities to all children. These are related to the powers and duties of the Board.

Adopted: 7/13/1993

Revised: 3/10/1997; 3/11/2002

BOARD MEMBER AUTHORITY

Because all powers of the Board of Education of the Prairie du Chien Area School District lie in its action as a group, individual Board members exercise their authority over district affairs only as they vote to take action at a legal meeting of the Board.

In other instances, an individual Board member, including the chairperson, shall have power only when the Board, by vote, has delegated authority to him or her.

It shall be the policy of the Board to make its members, the district staff, and the public aware that only the Board has authority to take official action.

Adopted: 7/13/1993

Revised: 3/10/1997; 3/11/2002

BOARD-SUPERINTENDENT RELATIONSHIP

The superintendent will keep the Board currently informed about all areas of school operations. He/she will prepare or cause to be prepared reports to the Board to facilitate its decisions. He/she will prepare the agenda for each Board meeting and will attend all meetings and participate in all deliberations except when his/her contract is being considered.

He/she will administer the schools in conformity with adopted Board policies and state law making such administrative rules and regulations as may be necessary. He/she will be held responsible for all areas reporting directly to him/her which includes instruction, business management, personnel, pupil personnel, technical, vocational and continuing education, employee relations, information and community services, and federal and special programs. He/she will coordinate these functions to obtain the efficient operation of schools for the benefit of the total community.

The responsibilities of the superintendent in a cooperative relationship with the Board are identified as:

<u>Board</u>	<u>Superintendent</u>
1. To select a competent, established educational leader as superintendent.	To administer effectively and provide the professional, educational leadership necessary.
2. To serve as a policymaking body.	To recommend sound policy and implement these policies by formulating and enforcing rules and regulations.
3. To allow the superintendent to administer the schools.	To make Board policy effective through efficient administration.
4. To exercise sound judgment in business affairs of the school corporation.	To keep the Board informed on financial matters, do sound long-range planning, and keep current expenditures within the approved budget.
5. To deal always in an ethical, honest, straight-forward, open-and-above board manner with the superintendent and community.	To deal always in an honest, professional, straight-forward, open-and-above board manner with the Board, the staff, and the community.
6. To provide, within budget limitations, necessary personnel.	To present personnel needs to the Board.
7. To approve an organizational pattern for the administration.	To make assignments for each position with the Board's authorization.
8. To take legal action required by law.	To recommend to the Board all action required by law.
9. To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.

- | | <u>Board</u> | <u>Superintendent</u> |
|-----|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 10. | To function as a Board rather than as individuals. | To deal with the Board as a whole rather than with individual members. |
| 11. | To carry on communications with staff members through the superintendent. | To see that the staff can have necessary communication through the superintendent with the Board. |
| 12. | To hold the superintendent accountable for controllable results. | To accept responsibility for controllable results. |
| 13. | To remember that schools exist for the benefit of the students and the community. | To remember that schools exist for the benefit of the students and the community. |

Adopted: 7/13/1993

Revised: 3/8/1999; 4/10/2000; 3/11/2002

ROLE AND EXPECTATIONS OF THE SUPERINTENDENCY

The Prairie du Chien Area School District believes that the role of the superintendent is to provide educational leadership for the improvement of the school system and its programs. The superintendent may delegate responsibility and authority for the operation of the various functions of the school system to members of the staff. However, the superintendent is directly and irrevocably responsible to the Board of Education for all functions of the school system, including but not limited to, evaluation, planning, reporting, personnel, programs, budgeting, public relations and policy development.

The superintendent's responsibilities include but are not limited to:

- a. Serving as the chief executive officer of the school system and as the primary advisor to the Board of Education
- b. Serving as the primary educational leader for the school system
- c. Keeping the Board informed about school operations and programs
- d. Keeping the community informed about board policies, programs and district procedures
- e. Determining the needs of the school system and interpreting those needs to the Board
- f. Presenting policy options and recommending specific action on policy when circumstances require
- g. Developing an adequate program of school/community relations
- h. Managing the district's day-to-day operation
- i. Providing for the evaluation of all school personnel
- j. Being an advocate for children

The role of a superintendent is a complex mix of tasks and expertise. The superintendent can best be described as a person who is expected to serve as an agent of the state and of the local school board in fulfilling the educational goals of both the state and the local community. The superintendent is expected to display excellence as an educational leader, be politically sophisticated, aware of and active in legislative and community developments, have an extensive knowledge of federal and state laws and be an advocate for students and staff. The major challenge of the position is to keep the needs of the institution in balance with those who are served by it and to do so working with limited resources.

In sum, the role and expectations of the superintendency are all encompassing, continually changing and enormously demanding. The health and vitality of any district and community are greatly dependent on the quality of leadership provided by the person filling the superintendent role.

Adopted: 4/15/1996

Revised: 3/8/1999; 4/10/2000; 3/11/2002

POLICY REGARDING METHODS OF OPERATION

Board members, individually and collectively, act as representatives of the residents of the school district in maintaining and promoting schools.

The only mechanism for official action by Board members is a duly called and legally conducted meeting as defined by law, by these policies, and by the by-laws of the Board.

The primary focus of Board meetings must be three-fold:

1. Assurance of adequate opportunities for discussion and deliberation among all interested parties to enable the Board to arrive at decisions.
2. Decision-making primarily in the light of Board-adopted policies, with responsibility for administrative regulations and action delegated to the District Administrator and his or her staff.
3. Review of results by requiring such reports as will enable the Board to exercise its leadership role effectively in guiding the school system.

Adopted: 3/11/2002

VIRTUAL BOARD MEETINGS IN EMERGENCY SITUATIONS

Modified Content for the Public Notice of a Virtual Meeting

When posting or otherwise giving public notice of a virtual Board meeting that is to occur under this policy, the District shall, in addition to all other content required by law, include the following information as part of the notice:

1. A statement that the meeting will be conducted as a virtual meeting due to an active emergency situation, meaning that multiple Board members may be participating in the meeting from remote locations through the use of communications technology and/or that public access to the meeting may be arranged through the use of technology.
2. Although the notice shall identify a physical location for the meeting, which shall normally be the location where at least the presiding officer and District Administrator are present (see below), the notice shall normally also include a statement, as applicable to the specific meeting and emergency circumstances, that substantially reflects one of the following:
 - a. The District discourages the public and/or media from attending the meeting in person at its noticed location due to concerns with health and safety and encourages use of the alternative method(s) of access that the District is providing. (Such statement may also identify any further limitations or restrictions on in-person attendance that may apply.)
 - b. Unless the District Administrator or his/her designee expressly approves an exception for an individual that is deemed necessary to meet a legal obligation of the District, the public and/or media are prohibited from attending the meeting in person at its noticed location due to a specific recommendation of public officials that the District intends to enforce in the interest of health and safety or due to an expressly applicable order, decree, or declaration that has been issued by a governmental authority. However, the District has arranged to provide one or more alternative forms of public access to the meeting.
3. Information that identifies how/where a member of the media or general public may access the meeting. For example, apart from any in-person attendance option that may be available, the District may provide access to the meeting via a live broadcast, via a video and/or audio streaming service, and/or via a telephone number for joining an audio conference.
4. District contact information that a person may use to identify and communicate any special needs or any requests for accommodations related to accessing the meeting. This would include any person for whom it would be burdensome or infeasible to use the primary method(s) of remote access established by the District.
5. Unless required by law in connection with a particular item of business, a virtual meeting held under this policy need not include an opportunity for any in-person or other form of public comment during the meeting.

Conducting a Virtual Meeting of the School Board

1. At least the presiding officer of the meeting and the District Administrator (or an administrative-level designee) shall normally be physically present at the meeting location identified in the public notice of the meeting. *"Unless such presence would violate an order, decree, or declaration that has been issued by a governmental authority or would otherwise be infeasible due to extraordinary circumstances, it is the Board's preference and goal, but not strictly required by this policy in all circumstances, for at least a quorum of the Board to be physically present at the duly-noticed location of the meeting."*
2. Any Board members who are physically present at the posted meeting location will join the virtual meeting using the available technology platform(s). Any Board members who are not physically present at the meeting location will likewise join the meeting from their remote locations via such platform(s).
3. The presiding officer will formally convene the meeting.
 - a. The presiding officer shall confirm that all Board members who are known to have attempted to join the meeting appear to have an adequate connection to enable their participation as authorized under this policy.
 - b. The presiding officer shall confirm that the planned methods for allowing public access to the meeting appear to be functioning in a manner that allows for adequate and reasonable public access under the specific circumstances.
4. Quorums for any virtual meeting that is convened under these emergency procedures will be determined by counting the total number of Board members who are participating in the meeting, including both those physically present and those attending remotely via technology. A majority of the total members of the Board shall constitute a quorum. If, at any point, fewer than a majority of the Board members are able to participate, the meeting shall end for a lack of a quorum.
5. Unless the in-person attendance of the full Board is disallowed by an order, decree, or declaration that has been issued by a governmental authority having such jurisdiction, no Board member will be prohibited from attending a meeting under this policy in person at the duly-noticed location of the meeting. As a result:
 - a. In the absence of such an order, decree, or declaration, a Board member's decision to participate in a meeting remotely via technology under this policy is considered voluntary. If, for any reason, a Board member who voluntarily attempts to participate in such a meeting from a remote location is unable to establish or maintain his/her full participation (e.g., due to unforeseen technical difficulties), the meeting may continue without such Board member's participation as long as the Board continues to maintain a quorum of fully-participating Board members.
 - b. If the in-person attendance of the full Board at the duly-noticed location of the meeting is disallowed by an order, decree, or declaration such that a Board member's

participation from a remote location cannot be considered voluntary, and if any such

Board member is unable to establish or maintain his/her full participation in the meeting from a remote location, the presiding officer shall call for a temporary recess in the meeting to allow the Board member a reasonable opportunity to establish or restore his/her access and participation. If the Board member's access issues cannot be adequately resolved, but the Board member also has not voluntarily withdrawn from the meeting, then the remaining members of the Board (provided that there is a quorum) shall make a determination whether or not to continue the meeting without the Board member, taking into account factors such as (1) the apparent reason(s) for the access issues; and (2) the time sensitivity and importance of any of the remaining items of business, including the feasibility of rescheduling some or all of the remaining agenda items of the meeting.

6. Board members who, under this policy, join and participate in a meeting remotely via technology may participate in open sessions of such virtual meetings to the same extent as if they were physically present, including discussing items of business and making and voting upon motions, except that Board members may not participate remotely in any evidentiary, due-process hearing, whether in open session or closed session, unless the Board affirmatively votes to permit such participation and has either (a) obtained the voluntary consent of the necessary parties to the hearing; or (b) determined, based on advice of counsel, that applicable law (including any order or decree issued to protect public health) requires the Board to allow such participation under the circumstances.

7. The Board's preferred setting and forum for conducting any closed session portion of a Board meeting is an in-person meeting, with a physical quorum of the Board being present and without the remote participation of any Board members. Accordingly:

a. If a physical quorum of the Board is present at the duly-noticed location of a Board meeting and there is no order, decree, or declaration related to the emergency that prohibits the entire Board from attending the meeting in person, then nothing in this policy grants any Board member who is not physically present at such location a right to attend or otherwise participate in a closed session.

b. In the event that the Board considers a motion to convene in closed session during a virtual meeting held under this policy when either (1) a physical quorum of the Board is not present at the duly-noticed meeting location; or (2) there is an order, decree, or declaration related to the emergency that expressly prohibits the entire Board from attending the meeting in person, the presiding officer of the meeting shall poll each member of the Board who wishes to participate in the closed session from a remote location, and each such Board member will be asked to expressly affirm that the Board member has taken appropriate precautions to safeguard the privacy and integrity of the closed session, including but not limited to precautions that would reasonably ensure that the closed session is not being recorded without the Board's permission and that no non-authorized person can hear or access the discussions or other confidential information. The members of the Board may take the response(s) to the request for such affirmations into account in determining whether to authorize or potentially postpone the closed session.

Additional Statements Regarding the Scope and Application of this Policy

1. In the event of the temporary absence or disability of the Board President, the Vice President shall, to the extent necessary, perform the duties and exercise the powers of the Board President under this policy. If the Vice President is also unavailable, the School Board Clerk shall do so.
2. This policy applies to both regular and special meetings of the Board. Minimum requirements for calling a regular or special meeting of the Board, as specified in state law, must still be satisfied in connection with meetings that are noticed and convened under this policy.
3. During meetings that involve the remote participation of any Board members, the Board will take appropriate measures to ensure accurate tallying and documentation of votes, which may include the regular use of roll call votes or other methods that clearly identify the votes of the individual Board members. No Board member who is absent from a meeting may ever vote by proxy.
4. All special voting requirements established by state law for taking particular action must still be satisfied. Such voting requirements are not affected by this policy.
5. If, at any time, the Board is made aware that the methods arranged for providing public access to a virtual meeting under this policy are not allowing adequate and reasonable public access under the specific circumstances, and if such issues cannot be remedied during a brief recess in the meeting, then the Board shall adjourn the meeting.
6. If a Board member has a concern related to the Board President's decision that a virtual meeting is reasonably necessary under this policy, or as to whether the Board should take up any particular item(s) of business at a virtual meeting, such concerns may be evaluated by the Board at the meeting via, for example, a motion to postpone some or all of the noticed agenda items for the meeting.
7. The Board authorizes the Board President to cancel any Board meeting that has been scheduled or noticed during the pendency of conditions that constitute an emergency situation under this policy (a) if necessary to comply with any mandatory decree, order, or declaration of a governmental authority, or (b) if the Board President determines that health and safety considerations related to the pending emergency situation outweigh any need for the Board to meet, such that the Board would still be able to meet any of its legal obligations (e.g., at a rescheduled meeting) and such that the interests of the District otherwise reasonably permit the cancellation of the meeting. A cancellation under this paragraph shall be effectuated by notifying all Board members and any relevant staff members of the cancellation and by withdrawing any public notice of the meeting and replacing such public notice with a notice of the cancellation (including notifying relevant media).
8. Except as otherwise expressly provided in this policy, the Board's normal policies and practices regarding *[list all local policies that the board intends to suspend in connection with meetings held under this policy — for example: “(1) locations for board meetings; (2) quorum determinations; (3) a Board member’s attendance at and*

possible remote participation in meetings; and (4) in-person public comment

opportunities during Board meetings"] are temporarily suspended for purposes of a virtual Board meeting that is noticed and convened under this policy. However, once the emergency situation no longer exists, this policy no longer applies, and the Board's normal policies and practices regarding its meetings shall again govern subsequent meetings.

- a. 250 Regular Board Meeting
- b. 255 Quorum
- c. 270 News Media Services at Board Meetings

9. Meetings of board committees and/or other governmental bodies within the district that may meet during the declared emergency. For example: "Subject to any Board decision to temporarily suspend the meetings of such bodies and to the judgment of the relevant presiding officer as to whether it is necessary and appropriate to attempt to hold a meeting, the Board authorizes its subunit committees and any other governmental bodies within the District to hold virtual meetings in compliance with the law and in substantial compliance with the procedures set forth in this policy, with the presiding officer of the applicable body serving in the roles this policy assigns to the Board President."]

10. The requirements, procedures, and other provisions of this policy may be suspended or modified by a standard majority vote of the Board to the extent doing so would be consistent with applicable law, including any emergency relief, waiver, or exemption from an otherwise-applicable legal requirement that may be authorized by an appropriate governmental authority.

Legal References

Wisconsin Statutes

[Subch. V of Ch. 19](#) [open meetings of governmental bodies; including public accessibility requirements, closed session exemptions, and other provisions]

[Section 118.38](#) [waivers of laws and rules by the Department of Public Instruction]

[Section 120.43](#) [school board meetings in unified school districts]

[Section 252.02](#) [powers of the Department of Health Services in connection with communicable diseases; including limitations on public gatherings]

Adoption Date: 4/13/2020

SCHOOL BOARD ELECTIONS

School board elections will be held annually on the first Tuesday in April in a manner that is consistent with State law. 120.06 (1), 10.68 (5)(2b), Wis. Stats.

Notice of Election

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

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.

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.

Declaration of Candidacy

Candidates must file a written declaration of candidacy prior to 5:00 p.m. April in a manner that is consistent with State law. 120.06 (1), 10.68 (5)(2b), Wis. Stats. on the first Tuesday in January. Declarations of candidacy are verified by the school board immediately after the filing deadline.

If an incumbent fails to file a Declaration of Candidacy by the 5:00 P.M. deadline on the first Tuesday in January, the district will post notice informing the public that additional candidates and not the incumbent 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 Tuesday 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.

Filling Unexpired Terms

If an election is deemed necessary to fill an unexpired term, it will be conducted at the same time and in the same manner as other elections.

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.

Recount of Ballots

Recounts at an election of school board members are conducted under the direction of the school board in accordance with the general election law.

The membership shall be elected at large from the Prairie du Chien Area School District.

LEGAR REF: Wis. Stat. 120.06

Adopted: 7/13/1993

Revised: 3/10/1997; 11/13/2000; 3/11/2002

UNEXPIRED TERM FULFILLMENT

A seat on the Board of Education shall be considered vacant if the incumbent dies, resigns, is removed from office, ceases to be a resident of the District or is absent from the District for a period exceeding 60 days, or as otherwise provided by state law. If a vacancy occurs on the Board, the vacancy shall be filled by appointment by the remaining member. Such an appointment is for the unexpired term or until a successor may be elected according to the Wisconsin Statutes.

LEGAL REFS: Wis. Stats. 17.03
17.26(1)
120.06(4)

Adopted: 7/13/1993
Revised: 3/10/1997; 3/11/2002

BOARD MEMBER CODE OF ETHICS

As a representative of all the citizens of my district, I am responsible for serving the best interests of the community and its students, utilizing all available resources toward that end. My oath of office requires me to uphold the laws and Constitutions of the United States and the State of Wisconsin; but, in addition to that, I shall keep in mind that:

-I can act only when in official board session; except as an officer, I may take actions necessary to fulfill my duties.

-I should attend all meetings and be prepared at those meetings to act on issues before the Board. I should be prepared to contribute to the discussion, while keeping an open mind during the deliberations. Once the decision is made, I should be willing to support and promote its implementation.

-I must avoid all conflicts of interest - both financial and non-financial. Specifically, I will not: 1) use my public position for financial gain or to obtain anything of substantial value for myself, my immediate family, or for any business or organization with which I am associated; 2) solicit or accept from any person anything of value if it could reasonably be expected to influence my vote, official action or judgment, or if it could be considered a reward for any official action or inaction; 3) take any official action that substantially affects a matter in which I, a member of my immediate family, or an organization with which I am associated have a substantial financial interest; or 4) use my office or position in a way that produces a substantial benefit - directly or indirectly - for myself, a member of my immediate family, or an organization with which I am associated.

-I must remember that responsibilities for overall management and control of the property and affairs, including the development of policies, belong to the Board while the responsibilities for the day-to-day operation of the schools belong to the administration. Together, the Board and Administration must work to continually identify the needs, goals and priorities of the district.

-I must be responsive to the public, maintaining open communication lines with my fellow citizens in the community, informing them on the educational needs of the district, as well as on actions of the Board and accomplishments of the district's educational program.

-I am a local legislator, but I must work under state and federal laws. I should communicate with state and federal legislators concerning the problems and needs involved in providing a quality education.

-I must consider the Board's role as the district's employer, making sure the district has able and well-qualified employees who will serve in the best interest of the students.

LEGAL REF: Section 19.42 Wisconsin Statutes

Adopted: 4/11/94

Revised: 3/10/97; 3/11/2002

BOARD MEMBER EXPECTATIONS

It is essential for Board of Education members to understand school operations and programs. Attendance at regularly scheduled meeting is expected as the only time the board has authority to discuss and act on official school business is during properly noticed meetings. Attendance Requirement??? Discussed and questioned need to follow up with Bob Butler on this item

Furthermore, Board members are encouraged to attend and actively participate in conferences and conventions sponsored by the Wisconsin Association of School Boards (WASB) and the National School Boards Association. The purpose of attending such meetings is to secure information related to the statutory requirements of school board membership, to exchange pertinent ideas with school board members from other communities, and to participate in in-service education activities that will provide opportunities for Board members to become better acquainted with educational trends and important issues of concern to the School District of Prairie du Chien.

All Board members are encouraged to attend TWO (2) WASB workshops each school year. Attendance at the WASB Convention would constitute meeting this requirement. Attendance or presentations at other out of district events would also meet the above requirements.

The board shall pay any attendance fee and shall reimburse attending board members for travel outside the district and other necessary expenses in accordance with the reimbursement rates and procedures in effect for district staff members.

The board president and superintendent shall report monthly on upcoming in-services and conference opportunities for board members. The president and superintendent will also investigate and arrange in-house in-service opportunities for board members when issues lend themselves to local study.

The president shall encourage board members to attend both out-of-district and local programs. Board members should especially attempt to attend those conferences that relate to their particular committee assignments. Members who attend these various programs shall share information, materials, and recommendations that result from the session by reporting on the program to the entire board.

Annually, the president with board approval shall select one representative and an alternate to attend the WASB Delegate Assembly. The delegate may attend all regional and other meetings leading to the WASB Annual Meeting and Delegate Assembly and to solicit board input regarding the issues to be discussed and voted on at the assembly.

LEGAL REFERENCE: Sections 120.10(4) Wisconsin Statutes 120.13(16) & (32)

Adopted: 8/10/2009

ANNUAL ORGANIZATIONAL MEETING

The Board of Education shall elect its own officers, at a school board meeting held on or within 30 days after the fourth Monday in April.

Wis. Stats. 120.05 (1)(C)

Adopted: 3/11/2002



DUTIES OF THE PRESIDENT

The President shall preside at all meetings of the Board, and appoint all committees unless otherwise directed by the Board. He/she as well as other members of the Board shall have the right to offer resolutions, to discuss questions, and to vote thereon. He or she shall decide and rule on all questions of order, subject to an appeal by any Board member.

He/she shall be an ex-officio member of all committees.

He/she shall have authority to sign all documents on behalf of the Board.

He/she shall recommend to the district administrator items to be included on the agenda for all business meetings, and have the right to approve the agenda for such meetings.

He/she shall report to the full board for consideration and appropriate action any problems of the district that may come to his/her attention.

He/she shall represent the Board in deliberations with other boards, districts, or agencies unless another member of the Board is so designated.

The President shall act as temporary chairman of the Annual District Meeting and of special district meetings.

He/she shall perform such other duties as may be required by law, or which may be appropriate to his/her office.

LEGAL REF: Wis. Stat. 120.15

Adopted: 7/13/97

Revised: 3/10/97; 3/11/2002



DUTIES OF THE VICE-PRESIDENT

The Vice-President shall preside over all Board Meetings in the absence of the President and shall have all of the powers and duties of the President during his/her absence or incapacity.

LEGAL REF: Wis. Stat. 120.05, 120.111(1), 120.15 (5)

Adopted: 7/13/93

Revised: 3/10/97; 3/11/2002



DUTIES OF THE CLERK (The School Board Secretary shall act in place of the Clerk for all of the following in the Prairie du Chien School District).

The Clerk shall attend all meetings of the Board and keep a complete record of all proceedings, and shall cause a transcript of this record to be kept in a safe place in the Central Office of the district where it will be accessible for the use of any or all of the Board members.

The Clerk shall cause the minutes of all regular and special meetings to be printed and published in the local newspaper within 45 days of the date of said meeting.

The Clerk shall cause official notices of meetings of the district, of the proposed budget, and of such other items as may be required by law or directed by the Board, to be published in the local newspaper.

In the absence of the President and Vice-President, the Clerk shall call the Board meeting to order and conduct the election of a chairman.

The Clerk shall perform such duties required by law, and such other duties as may be specified by the Board of Education not inconsistent with the laws of the State of Wisconsin.

LEGAL REF: Wis. Stat. 120.17

Adopted: 7/13/93

Revised: 3/10/97; 3/11/2002



DUTIES OF THE TREASURER

The board Treasurer may delegate the following duties to the Superintendent or his designee. The Board Treasurer shall, however, retain responsibility for the performance of these duties.

It shall be the duty of the Treasurer to insure that district funds are promptly receipted and to arrange for the prompt deposit of all such funds coming into the district's possession in the officially designated district depository.

The Treasurer shall cause to be presented, a report for the Budget Meeting, and such other duties as may be specified by the Board of Education not inconsistent with the laws of the State of Wisconsin.

LEGAL REF: Wis. Stat. 120.16

Adopted: 7/13/93

Revised: 3/10/97; 3/11/2002



BOARD COMMITTEES

The Board will utilize the following standing committees: Finance, Buildings & Grounds, Personnel/ Board Policy:

The Board of Education shall conduct monthly work session meetings (committee-of-the-whole) for the purpose of enabling public input, gathering information, discussing pertinent and applicable data, and for deliberating possible courses of action to be taken relative to the topic before the Board. Committee-of-the-whole work sessions will be held on the 4th Monday of the Month to discuss or gather information on topics or issues of interest of the Board including, but not limited to: Finance, Buildings & Grounds, and Personnel/ Board Policy.

The Board of Education generally will not take official action on items listed on the work session agenda. Only in situations when timelines and circumstances surrounding the item dictate that a decision on such an item cannot be postponed until the regular Board meeting will the Board list an item for action on the work session agenda.

The work session agenda is open for modification by any Board of Education member or the district administrator any time prior to the finalization of the agenda at the meeting.

After hearing and deliberating each work session agenda item, the Board shall take official action, either by official motion or by consent-of-the-whole to place the item on a regular Board meeting agenda for action.

The Board may request that an item be taken from the work session and assigned to one of the Board's standing committees for more in-depth discussion and study.

Public notification of work session agendas shall be provided under applicable State Statute and School Board policy.

Board work sessions are open to the public under the Open Meeting Law and public involvement and participation is welcomed and encouraged.

Unless otherwise provided, Standing, Special or temporary committees may be appointed by the President with the approval of the Board.

The function of all committees shall be fact-finding and advisory. All committees may make recommendations to the Board, but shall not have legislative or administrative power except when granted that power to act by a majority vote of the Board.

Adopted: 7/13/93

Revised: 3/10/97; 3/11/2002; 4/13/2015



POLICY REGARDING BOARD ADVISORY COMMITTEES

Advisory committees should be appointed only when there is a definite function to be performed, and this function should be indicated to the committee in writing when it is appointed.

Advisory committees should be appointed primarily to advise the Board. In general, individual members of such committees shall not be requested to perform specific service for the Board. Unique talents of members can best be utilized on a consultative basis.

Advisory committees should not be appointed to advise on matters requiring decision by the Board unless adequate time is available for a thorough study by the committee.

The Board shall seek the advice of the district administrator before establishing or dissolving any advisory committee.

Specific topics for study or well-defined areas of activity shall be assigned in writing to each committee immediately following its appointment.

Upon completing its assignment, each committee either shall be given new problems or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment.

Each committee shall be instructed as to:

1. the length of time each member is being asked to serve.
2. the service the Board wishes to render.
3. the resources the Board intends to provide to help it complete its job.
4. the approximate dates on which the Board wishes it to submit reports.
5. the time and place of the first meeting.
6. the board policies governing citizens' committees to help clarify relationships from the beginning.

Adopted: 7/10/2000

Revised; 3/11/2002

SCHOOL ATTORNEY

The Board may, at its discretion, retain regular and a special legal counsel to perform desired legal services. The attorney shall serve at the Board's pleasure and be compensated at a mutually agreeable rate.

LEGAL REFS: Wis. Stats.120.12
120.13 (9) (m)

Adopted: 7/13/93

Revised: 3/10/97; 3/11/2002

REGULAR BOARD MEETINGS & Board Compensation and Expense Reimbursement

The Board shall meet on the second Monday of each month to transact items of business and to consider its board policies for the governing of school affairs. All Regular Board Meetings shall begin commence at 6:30 p.m. and end at or before 10:00 p.m. unless otherwise specified in the notice of the meeting or voted on by the Board. A meeting of the “committee of the whole” will be regularly scheduled to be held on the 4th Monday of the Month at 5 PM. If, on the second Monday of a given month, it is deemed unnecessary to hold an additional meeting, this decision will be at the discretion of the Board. When necessary, the Board will have additional meetings.

When virtual attendance at board meetings is necessary it is the policy of the Prairie du Chien Area School District that members of the Board of Education may participate in open and closed sessions of regular meetings, special School Board meetings, and/or committee meetings via teleconferencing if extenuating circumstances prevent any Board member from being physically present. Teleconferencing in closed session shall be allowed only with the assurance of the Board member that members of the public are not present at their teleconference location. No teleconferences shall be allowed for the Annual Meeting, expulsion hearings, or disciplinary hearings. A quorum of school board members must be physically present at the place of the meeting. All votes taken during a meeting where a teleconference is used shall be by roll call vote.

Participation by Board members via teleconference shall be conducted under the provisions of Wisconsin’s Open Meetings Law. Participation shall only take place:

1. If notice is given by noon the day of the meeting to the Board of Education President and District Administrator requesting a teleconference call, and the Board President extends permission;
2. If there is appropriate, secure equipment to allow Board members and citizens in attendance to fully participate and hear a discussion and/or vote; and
3. If notice is given to citizens at the beginning of the meeting that a member is participating by teleconference.

Board members shall not use telecommunications to interactively communicate among themselves regarding Board business on topics within the Board’s authority, except as noted above regarding virtual attendance or which could be considered an invasion of privacy or breach of confidentiality if the messages were to be read by another person.

Board members are eligible for wage compensation and expense reimbursement for the service they provide the community. Compensation and expense reimbursement guidelines are outlined in Wisconsin State Statute 120.10 – “Powers of the annual meeting”. More specifically, 120.10(3) addresses “Salaries of School Board Members” and 120.10(4) addresses “Reimbursement of School Board Members”.

Annual Salary – The “Annual Salary” available to a school board member is \$600. The board president’s annual salary will be \$900. The annual salary is full compensation for service related to all regularly scheduled meetings. Typically, regularly scheduled meetings represent the twice monthly meetings (typically second and fourth Monday of the month). The salaried amount covers all duties and time associated with the meeting, including advance preparation and follow up. The salary amount is not adjusted for length of the meeting, size of the agenda, amount of advance preparation, etc. The amount is not adjusted for meeting attendance. Additional meetings maybe scheduled. The annual salary is paid in bi-monthly installments. Payments are made on the fiscal year, which is July1 - June 30th, even though their term begins and ends in April. Board members must notify the Executive Assistant to the District Administrator in advance if they wish to decline the payment.

Out-of-pocket expenses - A board member is eligible to receive expense reimbursement consistent with board and school district policies. Submission for reimbursement shall be done in a timely manner including: all reimbursements within 30 days of purchase date.

LEGAL REF: Wis. Stat. 120.11 (1)

Adopted: 7/13/93

Revised: 3/10/97; 3/11/2002; 4/13/2015

EXECUTIVE SESSIONS

All meetings of the Board and its committees will be open to the public except that 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 board 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 of any board employee.
4. Considering specific applications of probation or parole, or considering strategy for crime detection or prevention.
5. 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.
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 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.

Furthermore, no motion to hold a closed session or to adjourn an open session into a closed 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.

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

LEGAL REF: Wis. Stat. 19.81 et seq.

Adopted: 7/13/93

Revised: 3/10/97; 3/11/2002

SPECIAL BOARD MEETINGS

Special school board meetings may be called by the Board President or upon the filing of a request signed by a majority of the Board members. The district administrator shall promptly inform the clerk or, in the clerk's absence, the school district president, of any special board meeting request filed at the administrative office. The Administrator shall then prepare a notice of the special meeting including the time, date, place and subject matter of the meeting.

Written notice from the clerk at least 24 hours in advance of the special board meeting shall be delivered by Administrator to each Board member personally or shall be left at the member's usual place of abode.

When written 24 hour notice to Board members cannot be given, the Administrator shall attempt to notify each member of the meeting and must receive written consent for the special board meeting from each member who will not be attending. The Administrator shall notify Board members in person or by telephone at the members' homes or, during business hours at their place of business.

The Administrator shall give public notice of the special school board meeting at least 24 hours in advance of the meeting. Where, 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 shall be held without such public notice.

Adopted: 7/13/93

Revised: 3/10/97; 3/11/2002

NOTIFICATION OF BOARD MEETINGS

Due notice of all official meetings of the Board shall be given widest possible dissemination through the available media.

Except in rare emergencies, this shall be interpreted to mean that the notification for all special and/or rescheduled meetings shall be sent to the media in time for the public to be notified at least 24 hours in advance. All Board members are to be notified as early as possible of special meetings.

Dates of regular meetings of the Board shall be provided in annual announcements made available in printed form to the news media, the public, and all board members.

LEGAL REF: Wis. Stat. 19.84(3)

Adopted: 7/13/93

Revised: 3/10/97; 3/11/2002

AGENDA PREPARATION AND DISSEMINATION

The district administrator shall prepare all agendas for meetings of the Board. In doing so, the district administrator shall consult with the Board President and appropriate members of the executive staff.

Items of business may be suggested by any Board member, staff member, student, or citizen of the district. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board President and/or district administrator. The agenda, however, shall always allow suitable time for the remarks of the public that wish to speak briefly before the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by the majority vote of the members present. Once the agenda is published or posted the only alterations can be deletions of the agenda items or a change in the order. The Board may not revise board policies, or adopt new ones, unless such action has been scheduled.

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

LEGAL REFS: Wis. Stat. 19.84 (3)

Adopted: 3/10/97
Revised: 3/11/2002

QUORUM

A majority of the members shall constitute a quorum for the transaction of business. But there shall be no alteration of the salaries of teachers or other employees of the Board and no suspension of the policies, rules, and regulations unless a majority of the whole Board so votes.

Adopted: 3/11/2002

PARLIAMENTARY PROCEDURE

Upon request of any member, the Board shall conduct all or any part of its meetings in accordance with Robert's Rules of Order.

Special reference is made to the following quotation from Robert's Rules of Order, revised:

Section 64, page 258-259: "The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to which to adjourn, and to adjourn, or to take a recess."

Adopted: 3/11/2002

MINUTES

The board secretary will keep, or cause to be kept, complete and accurate records of school board meetings.

Copies of the minutes will be submitted for approval at the next Board meeting.

The minutes will become permanent records of the Board and will be in the custody of the board secretary. The official minutes and those financial records that become a part of the district's official audit may not be removed from the board office except upon authorization of the secretary or the board.

Since school board records are public records, copies of the minutes will be made available to interested citizens upon request, at a minimal charge.

In accordance with state law, the proceedings of all Board meetings will also be published within 45 days after the meeting.

Legal Ref: Wis. Stats. 19.88
120.11 (4)

Adopted: 3/10/97
Revised: 3/11/2002

NEWS MEDIA SERVICES AT BOARD MEETINGS

The Board believes that one of the paramount responsibilities of a Board of Education is to keep the public informed of its problems, deliberations, policies, and actions. Therefore, the Board encourages the attendance of press representatives at all meetings excepting executive sessions.

1. A copy of the agenda and agenda materials will be sent in advance to members of the working press who request it. Additionally, all reports approved by the board shall be considered matters of official record and shall also be made available to the press. However, reports-in-progress on which the board has taken no final action shall be released only upon the board's authority as "tentative reports."
2. Extra working copies of the agenda and agenda materials shall be provided to enable reporters to follow discussion without difficulty.

In the event that representatives of the news media are unable to attend a meeting, they shall be provided upon request with a summary of important board actions.

Adopted: 3/11/2002

POLICY DEVELOPMENT, REVISION, SUSPENSION

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.

In formulating policies, the board will adopt general principles and statements of intent. The district administrator will, when necessary or when directed by the Board, prepare written regulations to ensure the implementation of board policy.

The district 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 organization, or by any citizen. Recommended policies will not be formally acted on by the Board until the regular meeting following the presentation for First Reading of such policy to allow time for review and possible change.

The Board will revise its policies periodically in view of the changing needs of the community and school.

The Board may suspend a policy only in emergency situations. An affirmative vote by a majority of the Board members present at a Board meeting shall be required for a policy to be suspended.

LEGAL REFS: Wis. Stat. 120.12

Adopted: 7/13/93

Revised: 3/10/97; 3/11/2002

POLICY REGARDING ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY

In cases where emergency action must be taken within the school system and where the Board has provided no guides for administrative action, the district administrator shall have power to act, but his/her decisions shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the district administrator to inform the Board promptly of such action.

Adopted: 7/13/1993

Revised: 3/10/1997; 3/11/2002

POLICY REVIEW AND EVALUATION

The Board should review and evaluate the policies it has formulated. It is the responsibility of all Board members and administrators to be aware of policies and to apprise the Board if they feel a policy should be added or changed. The Board believes that its policies should not outlive their usefulness and that outdated policies rapidly become liabilities rather than assets. Further, the Board feels its policies can and should be changed when necessary to meet the requirements of changing educational and administrative needs as well as current state and federal laws.

The Board President shall appoint a Board Policy committee to specifically review the policies using the following as guidelines:

1. To systematically evaluate the existing policies of the district.
2. To identify the existing policies that are observed, those that are ignored, and make recommendations to the Board as to whether policies that are largely ignored should be more strictly enforced, revised, or eliminated.
3. To identify existing policies that may require evaluation by district legal counsel and to forward them to the district administrator with that recommendation.
4. To remember that only the Board can take official action on committee recommendations, and that the Board intends to work closely with the committee and to cooperate with its recommendations as much as possible.

The Board believes the following criteria should be primary concerns to the committee in its deliberations on new or existing policies:

1. Does the policy have legitimate educational purpose?
2. Is the policy's purpose still valid?
3. Does the policy actually serve its intended purpose? Is it workable from all points of view?
4. Is the policy consistent with other district policies?
5. Is the policy reasonably clear and specific enough to provide the administration with necessary guidance?
6. Does the policy comply with relevant state and federal laws?

Minutes of all committee meetings indicating the dates on which the policy was reviewed will be kept with the school district records, as well as any opinions on district policy rendered by the district legal counsel.

Adopted: 7/13/1993

Revised: 3/10/1997; 3/11/2002

BOARD-STAFF COMMUNICATIONS

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the district administrator.

Policy Regarding Administrative Operations

To guide the district administrator in determining the pattern of his/her administrative operation, the Board offers the following statements of intent:

1. The Board will devote its major efforts to clarifying and establishing goals for the school system, to weighing and adopting policies to guide the professional staff, to appraising results achieved in relation to the goals, and to performing such ministerial functions as required by law and state regulations.
2. The Board does not wish unnecessary barriers erected between itself and members of the professional staff, or between and among residents and parents of the school district, students in the school, and members of the professional staff. The Board values the freest possible interchange of ideas as preeminently desirable in the school system. Nothing should be allowed to interrupt the free and open flow of ideas and assistance among personnel at every level.
3. The board encourages the district administrator to keep abreast of and to apply the best known administrative concepts and procedures designed to harness the total talents of the school system's personnel in enthusiastic pursuit of the school's goals.

Policy Regarding Line of Responsibility

Each employee in the district is responsible to the Board through the district administrator.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority when necessary.

All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the board.

Adopted: 3/11/2002

NEW BOARD MEMBER ORIENTATION

A new member, or any person designated for appointment as a new member of the Board, is to be afforded the Board's and the staff's fullest measures of courtesy and cooperation. Board and staff shall make every feasible effort to assist the new member to become fully informed about the board's functions, policies, procedures, and problems.

1. Beginning in January, candidates for school board will be provided with board packets for meetings and invited to monthly work sessions prior to each meeting.
2. In the interim between appointment and actually assuming office the new member will be invited to attend all meetings and functions of the Board, including executive sessions, and is to receive all reports and communications normally sent to board members.
3. The new member is to be provided with copies of all appropriate publications and aids, including the board policy manual and publications of the state and national school board associations.
4. The Board President and members of the administrative staff will also confer with the new member as necessary on special problems or concerns.
5. The new Board member shall make every feasible effort to attend an in-service specifically designed for orientation of new board members. To encourage this attendance, the new board members will be paid a per diem of \$50.00 for attending WASB Board Member Orientation Seminars. (highlighted to draw attention to this policy that has never been implemented in my tenure)

Adopted: 7/13/1993

Revised: 8/9/1999; 3/11/2002

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The Board encourages its members to attend conferences, institutes and conventions that provide training in boardsmanship. Re-elected Board members shall be encouraged to attend WASB orientations for continuing Board members.

Following are examples of types of meetings authorized for attendance:

NOTE: Removed National School Board Convention from this list.

1. Wisconsin Association of School Boards Conventions.
2. State institutes or conferences.
3. Meetings of education associations.
4. Field trips to examine buildings and/or courses of study outside the district.
5. Meetings called for specific purposes within the scope of operation of the board.

For such training experiences, board members will be reimbursed for these expenses:

1. Membership and registration fees, meals, lodging, gratuities, parking fees, taxi fares, and services.
2. Mileage cost at the established rate per mile if private vehicle is driven or else the cost of commercial fare.

LEGAL REFS: Wis. Stats.120.10 (4)
120.12 (1)
120.13 (16)

Adopted: 7/13/1993

Revised: 5/13/1996; 3/10/1997; 3/11/2002

BOARD SELF-EVALUATION

Public education appears to be under continual scrutiny by legislators, special interest groups, and the community as a whole. This is in large part due to the amount of tax dollars spent on public education.

The primary purpose of board self-evaluation is to improve the School Board's performance. An evaluation can help the Prairie du Chien Area School Board measure and observe its own performance responsibilities, goals and objectives.

The self-evaluation by the school provides an opportunity for the School Board to:

- Re-affirm the role of the school board in the eyes of the Board, its employees and the public.
 - Assist in identifying strengths and weaknesses of the Board without bias.
 - Enhance understanding of roles and expectations.
 - Promote the concept of accountability throughout the school system – including accountability in instructional program and services and accountability by the administration.
 - Increase and improve communication.
 - Allow individual members to reflect on their own and their colleagues' behavior and performance.
 - Help resolve differences of opinion among board members and prevent little problems from growing into big ones.
 - Create reliable documentation for decision-making.
- Provide a framework for effective and productive goal-setting and long-range planning activities.

Adopted: 3/11/2002

BOARD OF EDUCATION ANNUAL SELF-EVALUATION FORM

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 relay any disagreement in a private or executive session.
- 1 2 3 4 5 (4) The Board disregards personalities and considers the recommendations of the district administrator in an unbiased and objective manner.

COMMENTS:

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.
- 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.

COMMENTS:

SD SA

C. Board Relationship Between Members During Meetings:

- 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 him/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.

COMMENTS:

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.

COMMENTS:

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.

COMMENTS:

SD SA

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

- 1 2 3 4 5 (1) The Board establishes 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.

COMMENTS:

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 if necessary).
A. Short-term (1-3 years)
- B. Long-term