



School District of Altoona

1903 Bartlett Avenue Altoona, WI 54720
715-839-6032 715-839-6066 FAX

Greg Fahrman, Superintendent

www.altoona.k12.wi.us

ALTOONA BOARD OF EDUCATION
Special Meeting
District Board Room
June 11, 2012
8:00 a.m.

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. WKCE Results 2011/12, Karen Henry
6. Review Dr. Biedron's Transition Plan
7. Review Series 100 Policies and Rules Board Operations
8. Discussion Concerning Strategic Initiatives and Process
9. WASB Request for Superintendent Search Process Evaluation
10. Adjourn

The vision of the Altoona School District, in partnership with our students, their families, and our community, is to build a foundation for life-long learning and the emotional well-being of our students. We are dedicated to offering large school opportunities with a small school approach on our unique, single campus setting.

**School District of Altoona
WKCE/WAA Test Results- November 2011**

Altoona students scored at or above the statewide average in 21 of the 23 standardized tests that are required for all Wisconsin public school students under the federal No Child Left Behind Act for Full Academic Year (FAY) students. For more information, go to our home page under community- District Performance Report- <https://apps2.dpi.wi.gov/sdpr/district-report.action> or <http://dpi.wi.gov/sig/index.html>

FAY Students Scoring at Proficient or Advanced Level										
	Reading		Math		Language Arts		Science		Social Studies	
Grade	WI	Altoona	WI	Altoona	WI	Altoona	WI	Altoona	WI	Altoona
3	80.1	82	74	75.9	-	-	-	-	-	-
4	83	81	79	89	75.9	79	77.6	86	91	94
5	84.5	88	79.4	88.2	-	-	-	-	-	-
6	86	94.7	79.9	85	-	-	-	-	-	-
7	86.6	89.6	79.2	79.1	-	-	-	-	-	-
8	86.5	91	78	85.6	61.9	69	77	85.6	81.7	87.5
10	74.7	83.6	70.8	80	71.5	78	74	81.9	79	87

Achievement Gaps for Low Socio-economic & Disability Groups

Based on students scoring in the advanced and proficient ranges, gaps continue to exist at some significant levels

Grade	Reading					Math				
	Altoona	disabled	Non-disabled	Low ses	Non-disadv	Altoona	disabled	Non-disabled	Low ses	Non-disadv
3	82	55.6	85.7	76.3	87.8	75.9	22	82.9	73.7	78
4	81	30	86.7	80.6	81.3	89	50	93.3	80.6	93.8
5	88	37.5	93.5	86.1	89.8	88.2	37.5	93.5	80.6	93.9
6	94.7	87.5	95.4	94.3	95	85	50	88.5	77.1	90
7	89.6	36	95.2	80.9	95.6	79.1	45.5	82.7	70.2	85.3
8	91	36	97.8	83.8	95.5	85.6	36.4	91.4	70.3	94
10	83.6	42.9	89.2	69.2	90.9	80	21.4	88.2	61.5	89.6

Altoona School District Multi-Year Trend Data

Where is the implementation of the core program producing a success rate of at least 80%?

4th Grade					
	Reading	Math	Language Arts	Science	SS
2003	86	80	80	83	92
2004	84	71	83	83	92
2005	87	79	87	87	93
2006	85	84	82	89	93
2007	78	75	82	76	94
2008	87	88	73	75	97
2009	88	83	81	83	95
2010	81	89	79	86	94

Reading							
Grade	3rd	4th	5th	6th	7th	8th	10th
2003		86				82	73
2004		84				91	80
2005	87	87	88	87	85	85	81
2006	88	85	94	86	89	84	82
2007	81	78	86	90	89	90	86
2008	83	87	78	89	94	83	75
2009	79	88	88	87	92	92	82
2010	82	81	88	94.7	89.6	91	83.6

8th Grade					
	Reading	Math	LA	Science	SS
2003	82	69	81	82	88
2004	91	83	82	89	89
2005	85	76	71	75	86
2006	84	80	68	82	92
2007	90	77	68	82	83
2008	84	78	65	79	79
2009	92	85	80	91	88
2010	91	85.6	69	85.6	87.5

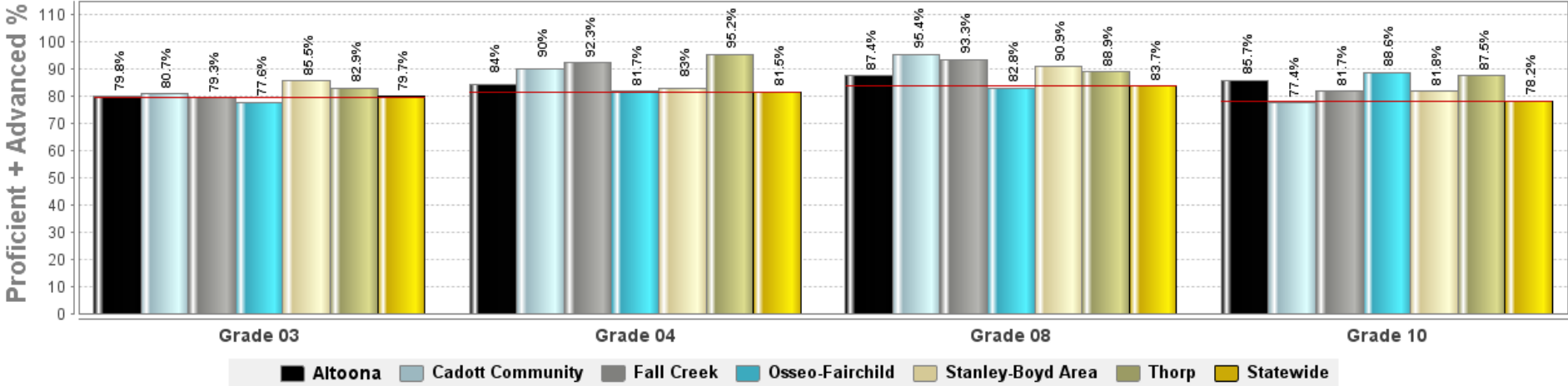
Math							
Grade	3rd	4th	5th	6th	7th	8th	10th
2003		80				69	76
2004		71				83	72
2005	83	79	67	78	74	76	75
2006	80	84	79	75	83	80	83
2007	76	75	85	78	85	77	77
2008	84	88	78	85	82	78	66
2009	80	83	82	78	88	85	73
2010	75.9	89	88.2	85	79.1	85.6	80

Subtests Below the State Average					
	Reading	Math	Language	Science	Social Studies
2005-6		5th			
2006-7					
2007-8	4th	4th			
2008-9	5th		4th		8th 10th
2009-10		10th			10th
2010-11	4th	7th			
2011-12	4th	7th			

10th Grade					
	Reading	Math	Language Arts	Science	SS
2003	73	76	73	76	75
2004	80	72	68	82	73
2005	81	75	72	78	78
2006	82	83	82	84	86
2007	86	77	76	87	86
2008	75	66	70	76	68
2009	82	73	69	77	73
2010	83.6	80	78	81.9	87.1

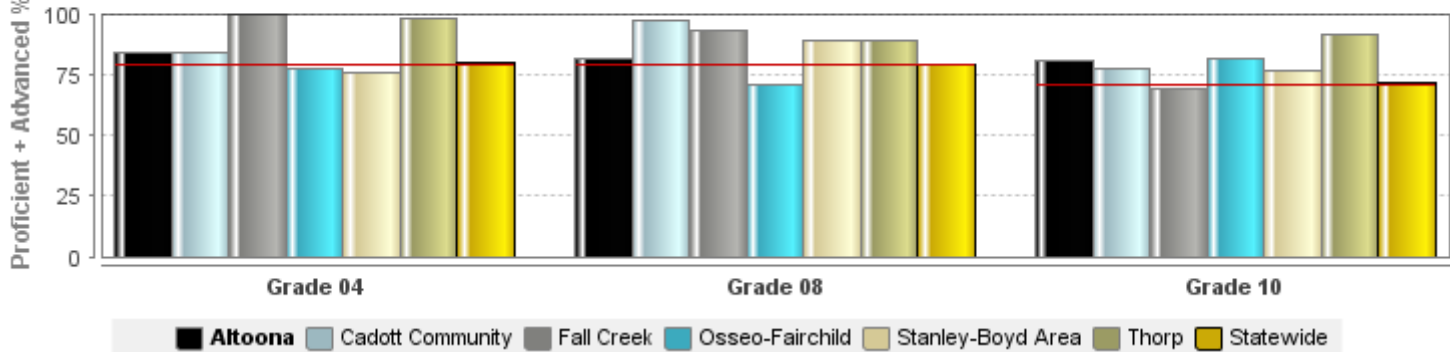
Altoona - Compare to Athletic Conference

Reading



Altoona - Compare to Athletic Conference

Mathematics



Reading

District Name	Grade 3		Grade 4		Grade 8		Grade 10	
	Enrolled FAY	Advanced + Proficient	Enrolled FAY	Advanced + Proficient	Enrolled FAY	Advanced + Proficient	Enrolled FAY	Advanced + Proficient
Altoona	89	79.8%	81	84.0%	103	87.4%	112	85.7%
Cadott Community	57	80.7%	50	90.0%	65	95.4%	53	77.4%
Fall Creek	58	79.3%	52	92.3%	60	93.3%	71	81.7%
Osseo-Fairchild	49	77.6%	71	81.7%	58	82.8%	70	88.6%
Stanley-Boyd Area	55	85.5%	53	83.0%	55	90.9%	77	81.8%
Thorp	35	82.9%	42	95.2%	36	88.9%	48	87.5%
Statewide	60,267	79.7%	60,134	81.5%	61,462	83.7%	65,165	78.2%

Language Arts

District Name	Grade 4		Grade 8		Grade 10	
	Enrolled FAY	Advanced + Proficient	Enrolled FAY	Advanced + Proficient	Enrolled FAY	Advanced + Proficient
Altoona	81	81.5%	103	66.0%	112	79.5%
Cadott Community	50	86.0%	65	87.7%	53	66.0%
Fall Creek	52	88.5%	60	91.7%	71	73.2%
Osseo-Fairchild	71	78.9%	58	48.3%	70	85.7%
Stanley-Boyd Area	53	81.1%	55	74.5%	77	81.8%
Thorp	42	90.5%	36	80.6%	48	75.0%
Statewide	60,134	76.8%	61,462	64.2%	65,165	70.1%

Mathematics

District Name	Grade 4		Grade 8		Grade 10	
	Enrolled FAY	Advanced + Proficient	Enrolled FAY	Advanced + Proficient	Enrolled FAY	Advanced + Proficient
Altoona	81	84.0%	103	81.6%	112	80.4%

Cadott Community	50	84.0%	65	96.9%	53	77.4%
Fall Creek	52	100.0%	60	93.3%	71	69.0%
Osseo-Fairchild	71	77.5%	58	70.7%	70	81.4%
Stanley-Boyd Area	53	75.5%	55	89.1%	77	76.6%
Thorp	42	97.6%	36	88.9%	48	91.7%
Statewide	60,134	80.1%	61,462	79.3%	65,165	71.2%

Science

District Name	Grade 4		Grade 8		Grade 10	
	Enrolled FAY	Advanced + Proficient	Enrolled FAY	Advanced + Proficient	Enrolled FAY	Advanced + Proficient
Altoona	81	88.9%	103	89.3%	112	87.5%
Cadott Community	50	88.0%	65	93.8%	53	77.4%
Fall Creek	52	90.4%	60	93.3%	71	77.5%
Osseo-Fairchild	71	77.5%	58	79.3%	70	84.3%
Stanley-Boyd Area	53	86.8%	55	90.9%	77	84.4%
Thorp	42	90.5%	36	94.4%	48	83.3%
Statewide	60,134	77.2%	61,462	80.3%	65,165	72.6%

Social Studies

District Name	Grade 4		Grade 8		Grade 10	
	Enrolled FAY	Advanced + Proficient	Enrolled FAY	Advanced + Proficient	Enrolled FAY	Advanced + Proficient
Altoona	81	93.8%	103	83.5%	112	80.4%
Cadott Community	50	98.0%	65	92.3%	53	73.6%
Fall Creek	52	98.1%	60	96.7%	71	76.1%
Osseo-Fairchild	71	100.0%	58	86.2%	70	91.4%
Stanley-Boyd Area	53	98.1%	55	94.5%	77	83.1%
Thorp	42	97.6%	36	94.4%	48	87.5%
Statewide	60,134	92.6%	61,462	80.9%	65,165	75.3%

Transition Plan - Dr. Biedron
Altoona School District

	A	B	C	D
1		30- 60 Days	First Year	Outcomes
2	Human Relations	Meet with board to plan transition	Board retreats -book studies	
3		Meet with Administrators + Directors	Admin. Team PLC - book studies...	
4		Meet w/Adm. Team		
5		Meet with District Staff		
6		Meet with Union Leaders + staff	Develop & Impl. Handbook Process	
7		hire new staff as needed	Mentoring	
8		Orientation-inservice preperation	Professional Development	
9		Insurance evaluation		
10				
11	Communication	Begin weekly board communications	Continue + develop communications	
12		Begin district communications	Continue + develop communications	
13		Visit community organizations	Join community organizations	
14		Meet with Parent groups & clergy	Establish building visit routines	
15				
16	Finance	Budget review, evlauation,developmt	Manage expenditures	
17		Review expenditures	Research grants + funding options	
18		Insurance plan evaluations	continue	
19		Prepare for annual meeting	Annual meeting	
20				
21	Student Learning	Review policies and procedures to in	Research innovative learning options	
22		clude; Rtl, Special Ed., Curriculum,	Assess effectiveness of programs	
23		Assessments, Technology...		
24				
25				
26	Superintendent	Meet with assistant to learn routines and procedures.		
27		Meet neighboring superintendents and CESA 10 staff, and mentor.		
28		Attend new Superintendent Workshops & Meetings		
29		Learn culture of school district and community		

#112.1 Strategic Planning

RECOMMENDATION:

- Model after “Policy 1” or “Policy 2.”
- Use Mission and Vision already drafted for Altoona School District.
- DISCUSS WITH HELEN BEFORE DRAFTING.

LEGAL REFERENCE: Wisconsin State Statutes 120.13, 118.001

Strategic Planning

Policy 112.1

The Altoona School Board recognizes the importance of continuous school improvement and District accountability. The School Board also recognizes its authority and responsibility to set the direction for the District. With that in mind, strategic planning shall be utilized to develop and review the District's vision and mission and to determine and prioritize strategic (long-term) goals and action steps for the District. The strategic plan shall be utilized by the Board and Administration to direct the District's attention and resources.

In order to help ensure that the District's vision, mission and strategic goals are based on community values, beliefs, interests and needs, the District shall involve a variety of representatives from the school community in the strategic planning process. Strategic planning team members shall be selected by the District Administrator (or his or her representative) with input from the Board. All appointments shall be approved by the Board.

It shall be the responsibility of the strategic planning team, under the direction of the Board, to:

- Gather and use relevant District-wide data when determining strategic goals for the District and developing action plans to facilitate execution of the goals. This shall include assessment of the following, looking for strengths and opportunities:
 - internal trends, external trends, communication, and technology
 - student performance data and records
 - District performance data (financial, facilities, staff evaluations)
- Keep the District's vision and mission in the forefront of all decision-making.
- Establish goals and objectives that are specific, measurable, attainable, results-oriented, and time-bound ("SMART" goals).
- Present the proposed strategic goals and the plans for their accomplishment to the Board for approval.

-
- Meet on a bi-annual basis to monitor progress and review the strategic plan and its execution. The plan may be adjusted as necessary.
 - Provide regular reports to the Board and to the public on the District's progress in achieving the strategic plan's goals and objectives.
 - Annually meet to create new action plans to support identified strategic goals.

Legal References:

Wisconsin Statutes

Section 120.13 [board power to do all things reasonable for the cause of education]

Section 118.001 [statutory construction of board powers and duties]

Board Member Elections

RECOMMENDATION:

- Look at Statute – much language is missing. Determine how specific the policy must be in accordance with Statute. Some specifics are given, why are other omitted? Or should the whole policy be more general and the specifics currently provided should be removed.

Board Member Elections

Qualified electors of the district shall elect school board members at the regular spring election held the first Tuesday in April at the regular polling places used for state and local judicial elections.

The term of office shall be for three years or for the unexpired term of a candidate unable to fulfill a full term. The term shall begin on the fourth (4th) Monday in April following said election.

The names shall be placed on the ballot according to the Wisconsin Statute 120.06(8)(b).

Within 24 hours after the polls close, the appointed Board of Canvassers shall canvass the votes.

LEGAL REFERENCE: Wisconsin State Statute 120.06,

CROSS REFERENCE: Board Member Qualifications (MORE??).

#133 Board Vacancies

Recommendations:

- Combine (BBE) and (BBE-E) and (BBC)
- From (BBC): delete “The Board believes that any citizen who files for and seeks election to the Board should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected of all Board members and that the citizen’s intent to serve reflects his or her intention to serve a full term of office.”
 - NOTE: This is discretionary, but seems odd to me.
- It appears appropriate to have the process for filling vacancies in the policy. Alternatively, the procedure may be made into a RULE.
- ADD:
 - Board Member Removal Clause ??? (17.13)
 - Military Leave ??? (17.035)

Cause of Vacancies

Board Member Resignation: If for reasons of health, change in domicile, or any other compelling reason a board member decides to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for this exigency.

Resignations shall be made in writing and delivered to the Board Clerk. The resignation shall take effect at the time indicated in the written resignation, or if no time is therein indicated, then upon delivery of the resignation.

Removal of Board Member: Board members may be removed from office for cause by the judge of the circuit court having jurisdiction over the school district.

Filling Vacancies

Appointments: Vacancies on the Board are filled by appointment bade by the remaining members of the Board. A notice of any vacancy will be published both in the Board meeting minutes when the vacancy occurs, and a three day ad will be published in the local newspaper. Any prospective candidate shall review the policies on Board Member Qualifications and submit a letter of interest to the school board president in care of the district office before the next regular board meeting. All letters will be placed on the agenda for review. The Board may elect to conduct interviews with potential candidates.

[[[NEED: Board's decision making process for appointing board member – voting process? How is decision communicated to the public?]]]

The person appointed shall hold office until a successor is elected at a regular Board election.

Temporary Vacancies for Military Leave: If a board member enters the armed forces of the United States and removes himself or herself temporarily from the school district, such temporary removal shall constitute a temporary vacancy of office.

Temporary vacancies shall be filled as other vacancies are filled, except that no election need be held to fill any part of a temporary vacancy. The term of the person appointed shall not extend beyond the expiration of the term of the board member who entered federal service. In the event the original board member completes the federal service and returns to the district during his or her original term of office, the board member may file with the clerk of the district or municipality, within 40 days of completing the federal service, a statement under oath that the federal service has terminated and that the board member elects to resume office. Upon the filing of the statement the term of the temporary board member shall cease, and the returning board member shall be entitled to resume the duties of the office.

LEGAL AUTHORITY: Wisconsin State Statutes 17.01(12), 17.03, 17.13, 17.26, 17.035.

CROSS REFERENCE: Board Member Qualifications (MORE??), #133 Board Member Elections and Filling Vacancies: RULE – Candidate Evaluation Worksheet.

(#133) Board Member Elections and Filling Vacancies: RULE

RECOMMENDATION: Make a RULE.

Candidate Evaluation Worksheet

In evaluating a candidate, the Board will consider the individual's:

1. Desire to serve; evidence of past interest in school activities.
2. Interest in children.
3. Involvement with other community efforts.
4. Knowledge of schools, board organizations, and board responsibilities.
5. Government experience.
6. Understanding of school board duties.
7. Ability to represent the entire community.
8. Relationship of livelihood to board duties.
9. Attitude toward board teamwork.
10. Attitude toward board/administrative relationship.
11. Availability for board duties.

#141 Board Officers

RECOMMENDATIONS:

- Modeled voting process after “Policy 1.”
- Yellow highlights denote places where additional information is needed or where information has been added/deleted.
- Modified President and V. President’s duties to better comport with relevant statutes.
- Clerk: modified (1)-(10) to better comport with the relevant statute. Added (11), which is required of the clerk by statute.
- Treasurer: Deleted (7) and replaced with (7) below. May consider replacing duties with duties outlined in “Policy 1.” Both the duties below and outlined in Policy 1 contain the same information, but those in Policy 1 are easier to read/comprehend.

The School Board shall elect a President, Vice President, Clerk and Treasurer from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth (4th) Monday in April. Voting for Board officers shall be done by *(identify the voting method – e.g., secret ballot, roll call vote, signed ballot, voice vote)*. The officers shall be elected in the following order: President, Vice-President, Treasurer, and Clerk and a Board of Education Secretary who need not be a member of the School Board.

Board officers shall serve for one-year terms, from one organizational meeting until the next provided that the officer remains a member of the Board. *In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall appoint another Board member {or other eligible individual for the office of Secretary}* to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person elected to fill the vacancy shall serve until the next organizational meeting. As noted below, the Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of state law and district policies and rules.

Board officers shall perform the following duties:

The President shall:

1. Prepare the agenda for all regular and special board meetings, **in consultation with the District Administrator.**
2. Appoint all standing Board committees, whose appointments are not otherwise provided for, and any other committees as determined necessary by the Board.
3. Ensure that public notice is given for all meetings of the Board.
4. Preside at all Board meetings and see that the minutes are properly recorded, approved, and signed.
5. Countersign all checks and other orders for the disbursement of District funds.
6. Defend the District from actions brought against it and prosecute actions brought by the District.
7. Serve as spokesperson for the Board.
8. Vote on matters before the Board just as any other Board member.
9. Perform such other duties as required by law or assigned by the Board.

The Vice President shall:

1. In the absence of the President, the Vice President shall act as chairperson of school board meetings.
2. Perform such other duties as assigned by the Board.

The Clerk shall:

1. Have the care and custody of the records, books, and documents of the Board.
2. Draw orders on the school district treasurer as directed by an annual or special meeting or the school board and record all orders drawn on the school district treasurer.
(WHAT TO DO ABOUT RESOLUTION?)
3. Shall cause to be entered in the record book provided by the Board, the minutes of its meetings, orders, resolutions, and proceedings.
4. Furnish each teacher with a copy of the contract between him/her and the school board.
5. Before the spring election, appoint two citizens at large to serve as the board canvassers. If the district clerk is a candidate at the election being canvassed, the other two members shall designate a third member.
6. Report the name and post office address of each officer of the school district, within ten days after the election or appointment of the

officer, to the clerk and the treasurer of each municipality having territory within the school district.

7. Annually, on or before the last working day in October, **(By Statute, need to be on or before November 10th)** deliver to the clerk of each municipality a certified statement showing that proportion of the amount of taxes voted to be collected in such year, if any, for the annual payment of any loan of the school district.
8. Within five days after receipt of notification from the school board of the name of a new school, notify the post-master of the name and address. On school vacations, the clerk shall direct what disposition shall be made of the mail.
9. Have authority to administer the oath of office to school board members.
10. Act as clerk and record the proceedings of annual and special meetings.
11. Enter in the record book copies of all of the school district clerk's reports to the municipal clerks and the certificate of the proceedings of a meeting returned by a temporary school district clerk.
12. Perform such other duties as required by law or assigned by the Board.

The Treasurer shall:

1. Deposit all moneys belonging to the district in accordance with the instructions of the Board and in compliance to state law.
2. Apply for, receive and sue for all money appropriated to or collected for the school district and disburse the same in accordance with State Statutes 120.16(2) and 66.042. Disburse money upon written order of the clerk after vouchers have been filed.
3. Enter in his/her account books all money received and disbursed by him/her, specifying the source from which it was received, the person to whom it was paid and the object or which it was paid.
4. Present to the annual meeting a written statement of all monies received and disbursed during the preceding year.
5. Deposit all funds of the school district in a public depository deposit designated by the school board under State Statute 120.12(7).
6. Withdraw funds of the school district under State Statutes 120.16(6) and 66.042.
7. **Perform duties in collaboration with the business manager.**
8. Perform such other duties as required by law or assigned by the Board.

LEGAL REFERENCE: Wisconsin State Statutes 120.05(1)(c), 120.15, 120.17, 120.16, 120.06(8).

CROSS REFERENCE: #133 Filling Board Vacancies, #141 Board Officers (Rule).

#141 Board Officers – RULE: Officer Election and Duties

RECOMMENDATION:

Add the following to #141 “Rule” governing officer election and duties, following guidance of statute and “Policy 1.”

President:

The current Board President shall have the duty of presiding over the election of officers, unless he/she is no longer on the Board, in which case the Board shall appoint a temporary chair by majority vote for purposes of presiding over the election of officers. The Board President or other presiding officer shall appoint a member of the District staff to count any paper ballots used in connection with the election process and shall then confirm repeated as many times for each office as is necessary to elect the officer, shall be as follows:

- The current Board President or other presiding officer shall make a call for nominations for the officer position to be elected. Any Board member may nominate any eligible person for the office, including him/herself. Nominations need not be seconded. Additional nominees (including nominees who previously declined nomination or who withdrew from consideration during a prior round of voting) may be added prior to each new round of voting for the office, if such additional rounds of voting are needed.
- The nominees (or any new nominee(s) added in a subsequent round of voting) shall be asked to accept or decline the nomination. If a nominee accepts the nomination, his/her name shall be included in the vote(s) for the officer position in question until such time as he/she may withdraw his/her name from consideration. If a nominee declines the nomination, his/her name is not included in the vote(s) for the position.☐
- Once the nominees for the particular round of voting are clearly established, a vote shall be taken by the method specified above, or by such other method as is selected by a majority vote of the Board at the outset of the organizational meeting. All Board members who are participating in the meeting, including all nominees for the officer position in question, shall cast a vote. In the event that there is only one nominee for an office, the Board may set aside any prior decision to use secret ballots by a showing of unanimous consent, and then conduct a voice vote or other type of vote to elect the officer.

If a nominee earns a majority of the votes cast for the officer position in question, that nominee shall be asked whether he/she accepts the position. If the victorious nominee accepts the position, the position is filled and the process begins anew for the next officer position until all officer positions are filled. If the victorious nominee declines the position, or if no nominee earns a majority of the votes cast, the voting process repeats for that position.

LEGAL AUTHORITY: Wisconsin State Statute 120.05.

#142 District Legal Counsel

RECOMMENDATIONS:

- Incorporated additional language from “Policy 1” and “Policy 1.”
- Could also consider adding:
 - A clause about the scope of representation of the Counsel (As needed or on retainer)
 - Evaluation of the Legal services
 - Comment about Board President’s and Treasurer’s legal duties (defend the district from suit and bring suit if potential for substantial monetary loss, respectively).

The Board recognizes that the increasing complexity of school district operations frequently requires procurement of professional legal services. Consequently, it shall retain an attorney or law firm for purposes of systematically securing such services when unavailable through the Wisconsin Association of School Boards (WASB) Legal Counsel.

The attorney and/or law firm retained by the Board shall be licensed to practice law in the State of Wisconsin and have knowledge and experience in Wisconsin school law. The attorney and/or law firm shall serve as legal advisor to the Board and administration.

A decision to seek legal advice or assistance on behalf of the school district shall normally be made by the Superintendent unless otherwise specified by the Board.

Individual Board members are not generally authorized to contact the District's legal counsel directly unless there is official Board action authorizing them to do so. However, if the need for legal advice concerns the employment or performance of the District Administrator, the Board President is authorized to contact the District's legal counsel. Such legal advice will be disseminated to all Board members.

This policy does not limit Board members and other school officials from contacting sources other than the District's legal counsel for general legal information. For example, Board members may contact the Department of Public Instruction or the Wisconsin Association of School Boards.

LEGAL REFERENCES: Wisconsin State Statutes 120.13(9)(m), 120.15, 19.015, 120.16(2), 19.85(1)(g).

#150 School Board Governance

NEEDS WORK – TALK TO HELEN BEFORE PROCEEDING. Look at model policies.

Recommendations:

- Reformat section to more closely mirror WASB Sample policies; add vision of district; state board authority/responsibility more broadly.
- Add (BBAA) under “Limitations” section.

The School Board shall serve as the policymaking body for the District, operate within state and federal laws, and do all things reasonable to promote the cause of education, including establishing, providing and improving school district programs, functions, and activities for the benefit of students.

- **Vision**

- The vision of the Altoona School District, in partnership with our students, their families, and our community, is to build a foundation for life-long learning and the emotional well-being of our students. We are dedicated to offering large school opportunities with a small school approach on our unique, single campus setting.

- **Structure**

- Establish policies, goals, and plans to support the vision.
- Set high standards for teaching and learning.
- Ensure progress toward the vision by providing the necessary financial and other resources and through feedback from students, parents, staff, and the community.
- Establish a management system that results in participation in decision making and encourage support quality approaches to teaching, learning, and leadership.

- **Duties**

The Board SHALL:

- Have responsibility for the possession, care, control, and management of the property and affairs of the school district.
- Visit and examine the schools of the district; advise the educators and administrative staff regarding the instruction, government, and progress of the pupils, and exercise general supervision of the aforementioned.
- On or before the third (3rd) Monday in October:
 - a. determine the amount necessary to be raised to operate and maintain the schools of the School District of Altoona, if the electorate at the annual meeting have not voted a tax sufficient for such purposes for the ensuing school term. This will be certified by the school district clerk, and forwarded on or before the last

working day in October to each appropriate municipal clerk. The same procedures are followed if it is deemed necessary to decrease the tax.

- b. determine the amount necessary to meet any irrepealable tax obligations for other financial commitments not otherwise provided for. The school district clerk shall certify the amount apportioned to each municipal clerk.
 - c. designate one or more public depositories in which the money belonging to the school district shall be deposited, and specify where the money shall be maintained (i.e. time deposits, demand deposits, or savings deposits). The interest shall be paid into the school district treasury.
- Keep the school buildings and grounds in good repair, suitably equipped and in safe and sanitary condition at all times.
 - Keep the school buildings, equipment, and other property amply insured. If there are no funds in the school district treasury to pay the premium, the Board may execute a note for that purpose.
 - Annually make an inventory of the school district property.
 - Allow the use of the school buildings or grounds for the free discussion of public questions so far as such use does not interfere with the prime purpose of the school buildings or grounds.
 - Allow free use of school property for any community non-partisan, non-sectarian, non-exclusive association, for the discussion of public questions for the promotion of public health.
 - Provide books and school supplies for students and indigent children residing in the school district.
 - Provide and maintain enough suitable and separate toilets and other sanitary facilities for both sexes at each school.
 - Determine the school course of study with the advice of the State Superintendent.
 - Establish rules scheduling the hours of a normal school day. The School Board may differentiate between the various elementary, middle, and high school grades in scheduling the school days.
 - Require each student to present evidence of completed booster immunizations unless a parent/guardian submits a written waiver.

The Board MAY:

- Make rules for the organization, graduation, and government of the schools, including rules for student conduct and dress.
- Designate authority to the District Administrator or any principal or teacher to suspend a pupil or send notices or expulsion hearing in accordance with state laws.
- May expel a pupil from school whenever it finds a pupil guilty of repeated refusal to obey the rules or neglect in the same.
- Provide for accident insurance covering pupils in the school district. Such funds must be authorized by the annual meeting.

- Enter into agreements for the purchase, operation, and maintenance of land, buildings, and equipment with any city or state agency.
- Provide for education of the pupils on a tuition basis in an emergency condition such as destruction of school buildings, or if pupil counts exceeded 30 per classroom.
- Apply for, receive, and expend monies made available by an act of Congress.
- Exchange any teacher or administrator with another teacher or administrator employed by a school board in another state or county, or employed by another institute of education for a period of one year.
- Establish a reward not exceeding \$500.00 for information leading to arrest and conviction of persons who damage or destroy school property or who injure any person while at school or under the supervision of a school authority.
- Contract with or employ architects and engineers for the preparation of plans and specifications for school buildings, structures, and other improvements.
- Retain an attorney to represent the Board or school district in any action brought against the Board or district.
- Furnish school meals and ask for reimbursement by pupils and employees for the cost.
- Employ a public health nurse and licensed dentist who shall be under the supervision of the local board of health, the Department of Health and Social Services, registered nurses, and school nurses.
- Transfer title to any records to the state historical society, which are no longer needed or are of historical interest.
- Establish or provide for the provision of day care programs for children.
- Establish and maintain courses in industrial arts, home economics, agriculture, commercial subjects, and other such courses as determined necessary by the Board.
- Pay a membership fee to WASB (Wisconsin Association of School Boards) and the expenses of its representatives incurred while attending meetings or such organizations.
- Grant temporary use of school grounds, buildings, facilities, or equipment, including fees not to exceed actual costs, to any responsible person for any purpose when it does not interfere with school related functions. They shall charge a fee to any religious organization. Fees are to be paid to the school district treasury. The user is primarily liable, and the Board is secondarily liable for any damage to property or any expense incurred.
- (Subject to the annual or special meeting) approve the acquisition of real property, or acquire real or personal property, for ecological, agricultural, or vocational instruction, experimentation, or other school related purpose.

- Establish and maintain community education, training, recreational, cultural, or athletic programs and services, outside the regular curricular and extracurricular programs for pupils. They may also establish and collect fees to cover the costs.
- Solicit and obtain one or more options to purchase real property, and upon approval by the electorate at the annual or special meeting, exercise such option.
- Provide free lectures on educational subjects and for the further education of the adult residents. They may also purchase supplies to conduct lectures.
- Enter into leases for up to twenty (20) years for acquisition of cable TV or data processing services for educational purposes.
- Require an office or employee of the Board to give security in such form and amount as the Board determines, and may require at any time additional bonds and sureties for any officer or employee.
- Participate and enter into contracts with school boards and other governmental units under SAC 66.33(b) Wisc. Statute.
- Lease school sites, buildings, and equipment not needed to any person for any lawful use at a reasonable rental for up to fifteen (15) years, if approved at the annual or special meeting.
- Contract with a county handicapped education board for special education services. The costs are included in the district's shared cost under s. 121.07(6).
- (May) allow use of school buses to transport persons who are not pupils of the district as long as this does not interfere with the district pupil's needs. They will charge a fee for use to be equal to the actual cost. If the request is denied, the Board shall provide a written statement within fourteen (14) days. The vehicle MUST be insured.
- Transport indigent pupils who reside in the district and are not required to be transported under s. 121.54 (i.e. those receiving free lunches, AFDC supplements, etc.) with reasonable uniformity for public and private schools.
- Designate one or more persons as legal custodian(s) of the records.
- Borrow money and issue municipal obligations.
- Submit to the department proposals for participation in the vocational education instructor occupational competency program under s. 38.32.
- **Limitations**
 - The Board of Education can transact business that is legally binding on the district only when it is in regular session with a quorum present and its proceedings recorded in the minutes of the meeting. Individual members have status as board members only when acting formally as members of the Board while it is in regular session, or when specifically entrusted by the Board to carry out definite assignments.

#151 Board Policy Development, Adoption, Amendment, and Dissemination

NEED TO DISCUSS WITH HELEN –

- NOT FINALIZED YET – NEEDS WORK
- Policy is confusing and wordy as it – consider (1) scrapping current language and only using model language (with modifications) or (2) converting current language in to RULES and modeling the policy language after the model (with modifications).

Policy Development – RULE??

The Altoona School Board's policy making duties are exercised through a sequence of steps: initiation, assembly of support material, holding of work sessions, drafting a policy statement, evaluation. These steps pertain only to the development of written policy as part of the Board's legislative role. Policies that have been formulated in formal negotiations with employee groups may be found in the respective contractual agreements.

Policy development includes initiation of new policy and the amendment or deletion of existing policy.

1. Initiation: Any person residing within the Altoona School District or employed by the school district may suggest or recommend policies in writing to the Policy Committee chairperson. The chairperson will obtain from the initiator a statement of need for the proposed policy.
2. Assembly of Background Materials: Within one month of policy initiation, the committee chairperson will gather the following types of information to prepare for further discussions:
 - a. The effect the proposal will have on administrators, students, teaching staff, community, and others.
 - b. The fiscal consequences of adopting the proposal.
 - c. Samples of similar policies, if any.
 - d. Provisions of state law, where applicable.
 - e. Suggestions as to how the policy will be implemented, enforced, and evaluated.
3. Work Sessions: The committee chairperson will prepare a summary of background material or information that will be distributed to the Policy Committee. The chairperson will schedule a committee meeting in consultation with the administrator. And effort will be made to ensure that persons most affected by the proposed policy can participate.
4. Drafting Policy Statement: The committee chairperson will draft a policy statement after a work session upon request of the committee or any board

member. The District Administrator and/or Board President should consult the Board's legal counsel whenever applicable. This draft should be sent to board members, individuals, or groups who express interest in the policy, or who will be responsible for its implementation or subject to its action.

#153 Board Self-Evaluation

RECOMMENDATION:

- (AFA) is okay as is for an overview. It closely mirrors "Policy 1."
- Add Cross-Reference to the #153 RULE Board Self-Evaluation

Evaluation of Board Operational Procedures and Personal Self-Evaluation

The Altoona Board of Education recognizes the need for evaluation of its operational procedures. The goal is to improve the operation of the School Board as it carries out its legal and advisory responsibilities, most importantly, being an accountable force for quality education.

The Board will establish a process and evaluation instrument to assess its own performance. The evaluation instrument will review all areas; a rating scale will be used to determine the major strengths and weaknesses. From this evaluation, ways to enhance the strengths and improve the weaknesses will be developed. The Board, at its discretion may have others use the instrument to rate the Board.

The Board also recognizes the need for personal self-evaluation. The information obtained from completing this evaluation is for the individual Board member's personal enrichment and can be utilized in the formulation of goals and objectives.

These evaluations shall be completed each February. The data from the previous year's operational procedures evaluation should be used to assess whether progress has been made in the predetermined areas of weakness.

CROSS REFERENCES: #153 Board Self-Evaluation: RULE – Altoona Board of Education Evaluation Form.

#153 Board Self-Evaluation: RULE or EXHIBIT

RECOMMENDATION:

- Use current policy. See Attached.

RULE – Altoona Board of Education Evaluation Form
(See Attached.)

CROSS REFERENCES: #153 Board Self-Evaluation.

Board of Education Members

Recommendations:

- Combine (BB), (BCBE), (BBBB), and comments made on the bottom of (BBAA);
- Delete “through various forms of the communication’s media” language from (BCBE);
- Modify language pertaining to the oath of office from “School board members, before taking office, shall sign the following oath or affirmation:” to “Before taking office, members of the Board of Education shall sign the following oath of office:”
- Change the oath to the language that appears below. The language as written in (BBBB) is only applicable for oaths administered orally and is invalid without the written oath below (See: WI Statute 19.01(1)).

The membership of the Board of Education shall consist of five members. The members shall make reasonable efforts to be informed in the field of education by attending appropriate meetings and conventions and by following current educational developments. School board members shall make every attempt to pursue level 5 of the Wisconsin Association of School Boards (WASB) development program. This means members must achieve a minimum of 30 points per year.

Before taking office, school board members shall sign the following oath or affirmation:

*“State of Wisconsin,
County of Eau Claire,*

I, the undersigned, who have been elected (or appointed) to the office of school board member, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the constitution of the United States and the constitution of the state of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability.

Subscribed and sworn to before me this ... day of ...,(year).”

In addition, before taking office, school board members shall orally recite the following oath:

“I do solemnly swear (or affirm) that I will support and defend the constitution of the United States and the constitution of the state of Wisconsin, and that I will honestly, faithfully discharge my duties as a school board member to the best of my ability.”

Legal Reference: Wisconsin Statute Sections 120.0(2), 19.01(1), 19.01(1m).

#171 Regular Board Meetings.

RECOMMENDATIONS:

- Use boiler-plate language from “Policy 2.”
- Insert the Quorum into Paragraph 2.

The School Board shall meet at least once each month for the purpose of conducting official business. The date, time and location of the regular Board meetings shall be determined at the annual organizational meeting of the Board. The initial schedule of regular meetings for the year may be modified at a later time by a majority vote of the Board.

Three (3) members present and voting shall constitute a quorum.

The Board President shall start all meetings at the appointed hour. The Board shall act on the minutes of previous meetings, the bills to be paid, and other matters brought before it as per the agenda and public notice. The order of business established on the prepared agenda shall be followed, unless altered by a majority vote of the Board members present at the meeting.

Board member and public notice of regular Board meetings shall be given in accordance with state law and established Board policies.

LEGAL REFERENCES: Wisconsin State Statute 120.11(1), 19.81(2), 19.83, 19.84, 19.95.

171.2 Agenda Preparation and Dissemination

RECOMMENDATIONS:

- Use language from (BDDC) and merge with language from “Policy 1.”
- Read through yellow highlighted area to ensure that policy is consistent with Altoona’s policies.

Regularly scheduled Board agendas shall be prepared by the Administrator and Board President and shall be distributed to the Board of Education members at least two working days before the regular meeting.

Items to be included on the agenda must be given to the Administrator or Board President by the Tuesday preceding the next regularly scheduled Board meeting.

Each regular monthly Board meeting agenda shall include a period for public comment, which shall be included as an item of business in the public notice of the meeting.

A consent grouping may be placed on the agenda for those items which are routine in nature or which would not be likely to require discussion or explanation as to the reason for Board action. All items placed on the consent agenda will be acted upon under a single motion. Before initiating any vote on the consent agenda, the presiding officer shall ask whether any individual Board member desires clarification on any item, and whether any individual Board member wishes to remove any item from the consent agenda for separate consideration. After all clarifications have been provided and all separations have been made, the presiding officer will call for a second on a motion to approve all of the items of business consolidated under the consent agenda, as amended by any separations; and the Board will then vote on the consent agenda. All items removed from the consent agenda will then be considered separately.

Public notice of the subject matter of Board meetings shall be given in accordance with the requirements of the Open Meetings Law.

Consistent with the requirements of the Open Meetings Law, the Board shall refrain from engaging in any information gathering or discussion and from taking any action on any subject matter that is not appropriately within the scope of one or more of the items of business that have been included on the public notice for the meeting. This does not preclude Board members from commenting on an issue raised by a speaker during any public comment period, regardless of whether the issue has been included in the public notice.

LEGAL REFERENCES: Wisconsin State Statutes 19.83(2), 19.84, 120.11.

CROSS REFERENCES: #171.2 Agenda Preparation and Dissemination – RULE, #173 Closed Session Meetings, #172 Special Board Meetings, #171 Regular Board Meetings.

#171.2 Agenda Preparation and Dissemination – RULE

RECOMMENDATION:

- Use current policy (BDDC-R). Make a RULE.

Items that are given to the Administrator or Board President to be placed on the agenda for action consideration shall be screened so the board does not become bogged down with inappropriate items. The questions to be asked are:

- Is the School Board legally required to act on this matter?
- Is the School Board required by Board policy to act on this matter?
- Is the School Board required by a collective bargaining agreement to act on this matter?
- Could the matter be handled administratively?
- Should this matter be referred to a staff member or committee before it is referred to the full School Board?
- Can School Board members be informed of this matter in some other way?
- Is this matter in the “call” of the special meeting?
- Is this matter important for School Board leadership in the school district?

#172 Special Board Meetings

RECOMMENDATIONS:

- Current policy appears to be compliant with state statute and consistent with the language in the model policies.
- Modify some of the language to more closely mirror the model policy for better clarity.
- Deleted statute reference within the policy and added them to the legal references section at the bottom of the policy.
- Add clause RE: Quorum (BDDD). (*From Regular Board Meetings*)
- Add clause RE: the purpose of the meeting "No business shall be transacted..."

Special School Board meetings shall be held upon the written request of any Board member. The request shall be filed with the Board Clerk or in his/her absence, the Board President.

The Clerk, or his/her designed, shall ensure that every member of the Board receives written notice of the time and place of any special meetings at least 24 hours prior to the meeting. If for good cause this is impossible or impractical, shorter notice may be given but never less than two hours in advance.

The Administrator of Schools may request a special meeting with proper notification of all members at least 24 hours prior to such meeting, or as required by state statute.

All special meetings of the Board shall be designated by a resolution or in the notice of the special meeting.

All School Board members will be held in compliance with the requirements of the open meeting law. Three members present and voting shall constitute a quorum. No business shall be transacted at a special Board meeting other than that specified in the notice of the meeting.

LEGAL REFERENCES: 19.81(2), 19.83, 19.84, 19.85, 120.11(2), 120.11(4),

#172 Special Board Meetings - RULE

RECOMMENDATIONS:

- Make (BDB-E) into (1) a RULE or EXHIBIT or (2) consider deleting.
- Verify “Approved.” It appears based on a reading of the statute that only the Board Clerk, or in the case of the clerk’s absence the Board President, need to handle the request. One, not both.
- Also, it does not appear that authorization is required. The Clerk (or President) merely need to notify the remaining Board members.
- See: Wisconsin State Statute 120.11(2).

#173 Closed Session Meetings

RECOMMENDATION:

- No current policy found on Closed Session Meetings. Below is the boilerplate language from model "Policy 1."

The School Board may meet in closed session only to address subject matter within the scope of the state statutes that authorize the holding of closed sessions. No discussions of any matter shall be held and no action of any kind, formal or informal, shall be taken by the Board while in closed session, except as authorized by law.

In order for the Board to convene in closed session, a motion must first be made in open session and carried by a majority vote in such manner that the vote of each individual Board member is ascertained and recorded in the minutes. In connection with this motion, and prior to any vote to convene in closed session being taken, the presiding officer of the meeting shall announce to the Board and to those present at the meeting the nature of the business to be considered in closed session and the specific statutory exemptions authorizing the closed session. The meeting notice and the presiding officer's announcement shall describe the subject matter that is proposed for consideration in the closed session. The minutes of the meeting shall record the presiding officer's announcement.

The Board shall not commence a meeting, subsequently convene in closed session and thereafter reconvene again in open session within 12 hours after completion of the closed session unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

Public notice shall be given of all contemplated closed sessions in accordance with state law and established District procedures.

LEGAL REFERENCES: Wisconsin State Statutes 19.84, 19.85, 120.11(4).

#181 Rules of Order

RECOMMENDATION:

- Current policies are very vague and rely on the Board President's knowledge of Robert's Rules of Order. "Policy 1" from the model policies flushes the "Rules of Order" out a bit, while still being vague.
- If a more detailed "Rules of Order" policy is desired, consider modeling a policy after "Policy 3."

The Board President, or in his/her absence the Vice-President, shall preside at all regular and special School Board meetings and call the meetings to order. The Board President, like any other Board member, has a duty to vote on all matters coming before the Board in the absence of an appropriate reason to abstain from voting (e.g., a conflict of interest).

A majority of the members of the Board (three members) shall constitute a quorum for the purpose of conducting Board business, except that a larger number of Board members may need to vote in favor of a motion in order for the Board to take action on those limited items of business which, by statute or policy, require approval by other than a standard majority vote. 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.

Action on any item of business will be taken by motion. In this policy, the term "motion" is intended to include any "resolution" of the Board.

Business shall be conducted at regular and special Board meetings according to *Robert's Rules of Order* applying to small boards, except as otherwise provided by law or the Board. However, the failure to follow *Robert's* or any other local procedural rules 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.

Rules may be amended, suspended, or revised at any meeting by a majority vote of the Board.

LEGAL REFERENCES: Robert's Rules of Order, Wisconsin State Statutes 19.88, 120.11(1),

CROSS REFERENCES: #171 Regular Board Meetings, #172 Special Board Meetings, #173 Closed Sessions.

#181 Rules of Order

RECOMMENDATION:

- Current policies are very vague and rely on the Board President's knowledge of Robert's Rules of Order. "Policy 1" from the model policies flushes the "Rules of Order" out a bit, while still being vague.
- If a more detailed "Rules of Order" policy is desired, consider modeling a policy after "Policy 3."

The Board President, or in his/her absence the Vice-President, shall preside at all regular and special School Board meetings and call the meetings to order. The Board President, like any other Board member, has a duty to vote on all matters coming before the Board in the absence of an appropriate reason to abstain from voting (e.g., a conflict of interest).

A majority of the members of the Board (three members) shall constitute a quorum for the purpose of conducting Board business, except that a larger number of Board members may need to vote in favor of a motion in order for the Board to take action on those limited items of business which, by statute or policy, require approval by other than a standard majority vote. 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.

Action on any item of business will be taken by motion. In this policy, the term "motion" is intended to include any "resolution" of the Board.

Business shall be conducted at regular and special Board meetings according to *Robert's Rules of Order* applying to small boards, except as otherwise provided by law or the Board. However, the failure to follow *Robert's* or any other local procedural rules 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.

Rules may be amended, suspended, or revised at any meeting by a majority vote of the Board.

LEGAL REFERENCES: Robert's Rules of Order, Wisconsin State Statutes 19.88, 120.11(1),

CROSS REFERENCES: #171 Regular Board Meetings, #172 Special Board Meetings, #173 Closed Sessions.

#183 Voting Methods

RECOMMENDATIONS:

- Use Language from model “Policy 1,” which provides for roll call voting under specified conditions and secret ballots to be used in the election of board officers.
- The current “Voting Method” policy is not incorporated into this policy because it is too vague.
- NEEDS REVIEW TO ENSURE COMPLIANCE WITH BOARD ACTIONS.

Votes on the following motions shall be taken by roll call vote or by other voting method that allows for the ascertaining and recording of the individual vote of each Board member: (1) motions to convene in closed session; (2) motions to adopt or amend the District’s annual operating budget; (3) motions to adopt any borrowing or referendum resolution, or any other similarly formal legal resolution that has been reduced to writing and that is signed by the Board; and (4) motions dealing with any matter on which legal counsel has advised that a roll call vote should be taken. Roll call votes shall also be taken when otherwise required by law or when requested by any member of the Board. Voting by roll call shall be initiated by the Board Clerk, or designee, and members shall respond as their name is called. The order of voting shall be alphabetical, except that the Board President or other presiding officer shall vote last. The results of voting shall be recorded by the Board Clerk, or designee, who shall announce the results to those present at the meeting.

Secret ballots shall be used only in the election of Board officers. All other voting shall be by voice vote, show of hands or signed ballot as determined by the Board.

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. For example, state statutes require a majority vote of the full membership of the Board to employ most licensed/certified employees of the District who hold individual employment contracts, and a two-thirds vote of the entire membership of the Board is required to change the appropriations stated in the District’s previously-adopted annual operating budget.

Members may abstain from voting on a matter but must announce their abstention. No board member may cast a vote by proxy or by absentee ballot.

No action of the Board shall be deemed void, voidable, or otherwise improper solely due to a failure to adhere to discretionary voting procedures set forth or incorporated within Board policy.

LEGAL REFERENCES: Wisconsin State Statutes 19.88, 120.11(1).

CROSS REFERENCES: #141 Board Officers.

#184 Board Minutes

RECOMMENDATIONS:

- COMBINE (BDDG) and (BDDK).
- Slight Modifications – see yellow highlight.
- Review yellow highlight to ensure current compliance by Board.

The Board Clerk shall keep or cause to be kept complete records that include the general intent of each item and specific information regarding controversial issues of the action and/or deliberation of the Board at meetings.

The minutes shall be submitted to the District Administrator for review and distribution to Board Members within one week after each meeting.

Minutes of the preceding meeting(s) shall be approved and/or corrected by the Board and signed by the Clerk at the next regular meeting.

The official minutes shall be kept in the District Office and shall be open to public inspection.

The official minutes of all regular and special meetings of the Board shall be posted at the Altoona City Hall, Altoona Post Office, and four Altoona School Offices. [IS THIS DONE by the Board?]

LEGAL REFERENCES: Wisconsin State Statutes 120.05(3), 120.11(1), 120.11(4), 19.85, 19.88, 19.21, 19.35(1).

CROSS REFERENCE: #141 Board Officers.

#184 Board Minutes – RULE

RECOMMENDATIONS:

- Make into a RULE.
- Delete sub-headings (not necessary).

The minutes of the public meetings of the Board of Education shall include the following:

1. The classification (regular, adjourned, or special), date, time, and place of meeting.
2. The call to order stating time, person presiding, and his/her office.
3. The record of attendance.
4. Reading of public notice.
5. A record of any corrections to the minutes of the previous meetings and the action approving them.
6. A record of all communications presented to the Board.
7. A record of the hearing of all petitions of citizens.
8. A record of any reports of Board members or staff members.
9. A record of each motion placed before the board.
10. The record of adjournment.
11. The date, time, and place of the next regularly scheduled Board meeting.

The minutes shall be filed permanently.

All reports requiring board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference, and if so, shall be placed in the files as a permanent record.

All individual votes will be recorded.

The proceedings of all meetings shall be published within forty-five (45) days of the meeting in the official newspaper or newsletter of the district. Results of all motions shall be recorded in the minutes.

LEGAL REFERENCES: Wisconsin State Statutes 120.05(3), 120.11(1), 120.11(4), 19.85, 19.88, 19.21, 19.35(1).

CROSS REFERENCES: #184 Board Minutes.

#185 Board Committees

RECOMMENDATION:

- Incorporate elements of “Policy 1” into general overview of board committees (or use all of the language in “Policy 1,” as is displayed below). Most notably, need to add specifics regarding quorum, open and closed committee meetings, notice of committee meetings, and committee minutes.
- Add duties of each committee.
- Policy Committee: is (4) necessary? Consider deleting. Consider making the district policies available only online and in hard copy, upon request. This eliminates the need to have hard copies available at schools, libraries, etc. See (5). Add (6).
- Transportation Committee: Modified the language to be continuous with the language of other committees; added (4).
- Legislative Committee: Modified the language to be continuous with the language of other committees; added (5).
- Finance Committee: consolidated “Purpose” and “Objectives” into numbering.

The School Board believes committees can be useful in the decision-making process. By using a Board committee structure, the Board is able to conduct its business in an efficient and effective manner and study issues facing the District more in depth. The committee structure is designed to assist the Board in the conducting of Board business; it is not intended to take away a Board member's opportunity to ask questions or to be involved in the decision-making process.

The Board shall have the following standing committees, which shall be subunits of the Board:

1. Policy
2. Transportation
3. Legislative
4. Finance

Standing committees shall perform specific functions and duties as determined by the Board. They shall be fact-finding, deliberative and advisory in nature. Committees shall have no power to take any action whatsoever on behalf of the Board, or to otherwise commit the Board or District to any course of action or

expenditure of funds. In the event of any uncertainty surrounding a committee's scope of responsibility, and to avoid unnecessary duplication of effort, the Board retains discretion to make final determinations as to the most appropriate committee, if any, to address specific issues. ¶¶ Standing committees shall be appointed annually by the Board President, after receiving preferences from individual Board members. The appointments shall occur within 30 days of the annual election of Board officers. Each committee shall consist of *(identify the number of board members to be appointed to a standing committee – e.g., three board members, and any exceptions)*. The quorum of each standing committee shall be defined as a majority of the full membership of the committee.

(IS THIS APPROPRIATE FOR THIS SCHOOL DIST.?) The first-named person on the Board President's list of appointees for each committee shall act as committee chair, and the second-named person shall act as the alternate chair in the event the chairperson is unable to attend a scheduled meeting or otherwise perform the duties of the chair. The Board President shall not appoint the same Board member as the chair of multiple standing committees, except by necessity or except with the approval of the Board.

The appointed members of the various committees and the committee chairs shall serve until the next annual appointments are made, assuming no vacancies occur and assuming no subsequent action by the Board to modify committee structures or committee membership. **The District Administrator shall appoint an administrator to serve as a resource and advisor to each standing committee.**

It shall be the responsibility of the committee chair to schedule regular committee meetings, plan the meeting agendas with assistance from the committee's administrator advisor and other committee members, and ensure that the minutes of all committee meetings are recorded and maintained. The committee chair shall be provided time on regular Board meeting agendas to present reports and/or make recommendations to the Board as the committee requests and as requested by the Board.

In the event of a vacancy on the Board, and in the absence of any Board action to the contrary, the person appointed to fill the Board vacancy (if any) shall also assume the committee appointments formerly held by the Board member whose absence created the vacancy. In the event that multiple vacancies on the Board leave any standing committee unable to achieve a quorum, the Board President may present for Board approval a proposal to revise committee and committee chair appointments for the remainder of the annual period.

Any Board member may attend and participate in the discussion that occurs at any standing committee meeting; however, only official members of the committee will have the authority to make motions and vote at the committee meeting. All Board members shall receive a copy of committee meeting minutes so as to stay fully

informed of committee activities.

Committee meeting minutes shall not be submitted for publication as a legal notice, but shall be made available to the public as appropriate through the District's website and pursuant to requests submitted under the Wisconsin Public Records Law.

Public notice shall be given for all Board committee meetings in accordance with state law and Board policy. When appropriate, based on the anticipated attendance of Board members who are not members of the committee, such notice shall include a statement that a quorum of the Board may be present, but the Board will take no action as governmental body at the committee meeting.

Policy Committee

The Policy Committee shall consist of two school board members, the Superintendent of Schools and other resource people as deemed necessary.

The committee shall:

1. Review and update existing policy manuals on a continual basis.
2. At the discretion of the Board, review and write any new policy requested by the Board, the administration, or the public.
3. At the discretion of the Board, review and present recommendations to the Board for any policy about which there is question of interpretation.
4. Refer drafts of proposed policies to the Board's attorney, so that policies comply with Wisconsin and federal law prior to their consideration by the full Board.
5. Empower the committee secretary, or other individual selected by the committee, to ensure that the district policies are updated on the district website within 30 days of modification. This individual shall also make hard copies of the district policies available upon request.
6. Perform such other duties as required by law or assigned by the Board.

Transportation Committee

The Transportation Committee shall consist of one bus driver, two board members, the Transportation Supervisor, and the District Administrator.

The committee shall:

1. Review bus routes, hazardous areas, scheduling of bus routes, various alternatives and may involve school schedule changes, and other facets of the transportation program.
2. Insure that the district has the most efficient and safest transportation system possible.
3. Review specifications regarding the purchase of vehicles for the district's fleet.

4. Perform such other duties as required by law or assigned by the Board.

Legislative Committee

The Legislative Committee shall consist of two board members and the District Administrator.

The committee shall:

1. Review proposed legislation and its impact on the school district.
2. Keep the Board informed of all legislative matters as they relate to school districts.
3. Write to and meet with area legislators on proposed legislation that the board feels appropriate. This duty may be delegated to the proper administrator.
4. Make referrals to the Policy Committee if legislation affects current policies.
5. Perform such other duties as required by law or assigned by the Board.

Finance Committee

The Finance Committee shall consist of two school board members, the Superintendent, the Business Manager, community members, and other resource people as deemed necessary.

The committee shall:

1. Study all financial issues of the district and prepare summaries and recommendations for Board action.
2. Receive input from the public and furnish the public with information concerning district finances.
3. Ensure that the financial stability of the district is maintained by the Board of education and make necessary recommendations to the Board.
4. Review with the administration the preparation of the budget. This may include a review of financial recommendations or requests made by other committees.
5. Review any other matters as directed by the Board.

LEGAL REFERENCES: Wisconsin State Statutes 19.83, 19.84, 19.85.

#185 Board Committees – Exhibit

RECOMMENDATION:

- Include this “Exhibit” pertaining to notice of a meeting when a quorum of a committee is present.

Special Notice of Committee Meeting When a Quorum of Board Members is Anticipated to Be Present

A meeting of the _____ committee of the *(insert_name of School District)* shall be held on *(identify the date and time of the meeting)* in the *(identify the location of the meeting)*. The items of business to be taken up by the committee at the meeting are the following:

[FIRST ITEM OF BUSINESS]☐

[SECOND ITEM OF BUSINESS]☐

[List any other items of business.]

Further notice is hereby given that School Board members who are not members of the _____ committee, up to and possibly including all Board members, may attend the above-noticed committee meeting so as to constitute a quorum of the Board. However, the role of any Board member who is not a member of the above-identified committee is limited to information gathering and participation in the committee's discussion. The Board will take no action as a governmental body as part of the committee meeting.

LEGAL REFERENCE: Wisconsin State Statute 19.84.

CROSS REFERENCE: #184 Board Committees.

(#186) Board Advisory Committees

RECOMMENDATIONS:

1. Keep (BCF) "Advisory Committees to the Board" policy intact. Add it after #185.

The Board will rely on various advisory committees to counsel it as one means of discerning the needs and desires of the school district and its residents. The central purpose of all advisory committees is to contribute to the educational program by conducting studies, identifying problems, and developing recommendations that will enhance the effectiveness of the decision making process. The ultimate authority to make decisions will continue to reside in the powers and duties of the Board as imposed by law.

Citizen's Advisory Committees: Such committees shall be formed by the Board at such times and for such purposes as the Board deems necessary. They shall function until their assigned goal has been accomplished and shall then be dissolved. Generally, citizen's advisory committees shall be assigned to investigate areas of the educational program that need development, change, or reorganization and areas of community involvement in district affairs. Members shall be broadly representative of the community's population and chosen from among residents who have shown an interest in the topic to be studied and who express a sincere interest in the advancement of public education. Once activated, the committee shall report periodically to the Board, keeping it informed of progress and problems. The Board may designate the intervals at which it will hear from the committee, but any significant developments shall be reported as they occur. No announcement may be made by any committee or its members to the public or press until such release has been cleared with the board president or his/her designee. The Board shall provide citizen's advisory committees with a suitable meeting place and other required facilities.

Staff Advisory Committee: Recognizing the unique contribution to be made by staff members to its deliberations, the Board shall provide for participation of professional personnel in a district-wide advisory committee to the Board. Composition of this committee shall include professional employees representative of administrative, supervisory, and instructional staffs in the district and may be developed in consultation with organized faculty groups.

Student Advisory Committee: Student concerns in policy areas shall be conveyed to the Board through a student advisory committee, which will be the student councils elected annually by the students in grades six (6) through eight (8) and grades nine (9) through twelve (12). The committee shall make its presentations to the Board after consultation with its faculty advisor.

#187 Public Participation at Board Meeting

RECOMMENDATIONS:

- Current policy appears compliant with state statute and congruent with model policies.
- REVIEW to ensure current Board compliance with policy.
- Highlighted section is unfamiliar (not in model policies). Is it needed?

All regular and special meetings of the Board of Education shall be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, it shall offer suitable time at all meetings for citizens to be heard.

Recognizing its responsibility for proper governance of the schools in an orderly and efficient manner, the Board shall schedule a Public Participation Period on each Board agenda. All remarks on non-agenda items will be addressed to the Board; members of the public may not discuss among themselves as an audience. Board members may ask questions of a speaker; however, no formal deliberations are allowed at this time.

Comments and questions at a Board meeting may deal with any topic related to the Board's conduct of the Schools. Comments at special meetings must be related to the agenda of the meeting.

The Board President shall be responsible for recognizing all speakers, who shall properly identify themselves for maintaining order and for adherence to any time limit set. Questions asked by the public shall, when possible, be answered immediately by the President or referred to staff members present for reply; questions requiring an investigation shall be referred to the Board or administrative staff for consideration and later response.

Staff members wishing to present concerns before the Board must go through administrative channels established for the hearing of staff viewpoints, complaints, or grievances. A staff member may be heard by the Board as a member of the general public when the subject on which she/he wishes to be heard relates to her/his role as parent, concerned citizen, or taxpayer rather than to her/his role as staff member.

The Board vests in its President or other presiding officer authority to terminate the remarks of any individual who does not adhere to the rules established above.

LEGAL REFERENCES: Wisconsin State Statutes 19.81, 19.83(2), 19.84(2), 19.85.

188 Board Member Participation in Meetings Via Technology

RECOMMENDATIONS:

- Look at model policies and draft policy
- NOTE: there is an Attorney General Opinion stating that email voting is not permitted.

LEGAL REFERENCES: Wisconsin State Statute 19.81(2)

AFA

EVALUATION OF BOARD OPERATIONAL PROCEDURES
AND PERSONAL SELF-EVALUATION

The Altoona Board of Education recognizes the need for evaluation of its operational procedures. The goal is to improve the operation of the School Board as it carries out its legal and advisory responsibilities, most importantly, being an accountable force for quality education.

The Board will establish a process and evaluation instrument to assess its own performance. The evaluation instrument will review all areas; a rating scale will be used to determine the major strengths and weaknesses. From this evaluation, ways to enhance the strengths and improve the weaknesses will be developed. The Board, at its discretion may have others use the instrument to rate the Board.

The Board also recognizes the need for personal self-evaluation. The information obtained from completing this evaluation is for the individual Board member's personal enrichment and can be utilized in the formulation of goals and objectives.

These evaluations shall be completed each February. The data from the previous year's operational procedures evaluation should be used to assess whether progress has been made in the pre-determined areas of weakness.

Initial Adoption: 07/23/90
Final Adoption: 08/06/90

BB

BOARD OF EDUCATION LEGAL STATUS

The membership of the Board of Education shall consist of five members.

Initial Adoption: 11/26/79
Final Adoption: 12/17/79

BBBB

BOARD MEMBER OATH OF OFFICE

School board members, before taking office, shall sign the following oath or affirmation:

"I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Wisconsin and that I will honestly, faithfully discharge my duties as a school board member to the best of my ability".

Initial Adoption: 03/18/80
Final Adoption: 03/17/80

add TO BBAA

BCBE

BOARD MEMBERS

The members shall make reasonable efforts to be informed in the field of education by attending appropriate meetings and conventions and by following current educational developments through various forms of the communication's media.

Initial Adoption: 11/26/78
Final Adoption: 12/17/79
Amended: 02/11/91

BBB

SCHOOL BOARD ELECTIONS

Qualified electors of the district shall elect school board members at the regular spring election held the first Tuesday in April at the regular polling places used for state and local judicial elections.

The term of office shall be for three years or for the unexpired term of a candidate unable to fulfill a full term. The term shall begin on the 4th Monday in April following said election.

The names shall be placed on the ballot according the Wisconsin Statute 120.06 (8) (b). ~~Just Say Primary~~

Within 24 hours after the polls close, the appointed Board of Canvassers shall canvass the votes.

Primary Election

Take office in 4th Mon in April

On or Before 4th Tues in Nov. - Must Pub

120.01
(6)(
(1)

Legal Ref: Wisc. Statutes 120.06 (1)
120.06 (3)
120.06 (4)
120.06 (8) (b)

Cross Ref: BBBA
BCBB.

Initial Adoption: 11/26/79
Final Adoption: 12/17/79
Amended: 02/11/91

BOARD MEMBER RESIGNATION

cut (The Board believes that any citizen who files for and seeks election to the Board should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected of all Board members and that the citizen's intent to serve reflects his or her intention to serve a full term of office.

However, if for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for this exigency.

Resignations shall be made in writing and delivered to the Board Clerk. The resignation shall take effect at the time indicated in the written resignation, or if no time is therein indicated, then upon delivery of the resignation.

Legal Ref: Wisc. Statute 17.01 (12) *17.03*
~~17.02 (13) (c)~~

UNEXPIRED TERM FULFILLMENT

Cut (Vacancies occurring in the membership of the Board will be filled as provided under Wisconsin Statutes 17.26 (1)).

Vacancies on the Board are filled by appointment made by the remaining members of the Board. A notice of any vacancy will be published both in the Board meeting minutes when the vacancy occurs, and a three day ad published in the local newspaper. Any prospective candidate shall submit a letter of interest to the school board president in care of the district office before the next regular board meeting. All letters will be placed on the agenda for review and/or possible interviews by the present Board. The person appointed shall hold office until a successor is elected at a regular Board election.

OK 17.26

Down 1/20
17
0
BBE-E

CANDIDATE EVALUATION WORKSHEET

1. Desire to serve; evidence of past interest in school activities.
2. Interest in children.
3. Involvement with other community efforts.
4. Knowledge of schools and board organizations and responsibilities.
5. Governmental experience.
6. Understanding of school board duties.
7. Ability to represent the entire community.
8. Relationship of livelihood to board duties.
9. Attitude toward board teamwork.
10. Attitude toward board/administrative relationship.
11. Availability for board duties.

BCA

BOARD ORGANIZATIONAL MEETING

The Board of Education shall annually elect its own officers. This election shall take place at a School Board meeting held on or within 30 days after the 4th Monday in April.

The School Board officers shall be selected annually from the members of the Board and shall consist of the President, Vice President, Clerk, and Treasurer and a Board of Education Secretary who need not be a member of the School Board.

Legal Ref: Wisc. Statute 120.05 (1) (c)

120.43(1)

BCB

BCBB

BOARD VICE PRESIDENT

In the absence of the President, the Vice President shall act as chairperson of School Board meetings.

Legal Ref: Wisc. Statute 120.15 (5)

?? NO

COMBINE

BCB

BCBA

BOARD PRESIDENT

The president of the Board shall:

1. Countersign all warrants ordered by the Board to be drawn upon the treasurer for school monies except as amended by a resolution of the Board as authorized by Wisconsin Statutes 66.042 (3) which authorizes the use of facsimile stamp signatures on payroll checks and other routine checks as authorized by the District Administrator of Schools.
2. Act as chairperson of board meetings, appoint all committees whose appointment is not otherwise provided for and see that minutes of meetings are properly recorded, approved and signed.
3. Act as spokesperson for the Board for the purpose of press releases informing the public of educational needs of the district, actions of the Board, and accomplishments of the district's educational program.
4. Defend on behalf of the school district, all actions brought against the school district.
5. Prosecute, when authorized by an annual meeting or the school board, actions brought by the school district.
6. Prosecute an action for the recovery of any forfeiture incurred under chapters 115 to 121 of Wisconsin Statutes in which the school district is interested.

Replac w/ 4

Combine w/ 4

Replac w/ 6

✓ 5

✓ 5

add 2)
3)
2)

Legal Ref: Wisc. Statutes 120.15

Initial Adoption: 06/26/89
 Final Adoption: 07/10/89
 Amended: 07/15/91

Joyce

BCB

BCBC

BOARD CLERK/DEPUTY CLERK

The clerk of the Board shall:

Replace
new

1. Have the care and custody of the records, books, and documents of the Board.
2. Countersign all warrants drawn upon the treasury except as amended by a resolution of the Board as follows:

5

Resolution:

Do we
Really
need
this

Resolved: That in accordance with Wisconsin Statutes 66.042(3) the Board of Education of the School District of Altoona, Eau Claire County, Wisconsin, authorize the use of facsimile signatures as provided in Wisconsin Statutes 66.042(3) for the officers of the Board of Education on such routine payments as employee payroll checks and other short notice checks which the Administrator of Schools shall certify. The Board of Education shall be made aware of such checks issued with facsimile signatures at each regular meeting.

3. Shall cause to be entered in the record book provided by the Board, the minutes of its meetings, orders, resolutions, and proceedings.
4. Furnish each teacher with a copy of the contract between him/her and the school board.
5. Before the spring election appoint two citizens at large to serve as the board canvassers. If the district clerk is a candidate at the election being canvassed, the other two members shall designate a third member.
6. Report the name and post office address of each officer of the school district, within ten days after the election or appointment of the officer, to the clerk and treasurer of each municipality having territory within the school district.
7. Annually, on or before the last working day in October, deliver to the clerk of each municipality a certified statement showing that proportion of the amount of taxes voted to be collected in such year, if any, for the annual payment of any loan of the school district.

As is 7

OK 4
as is

Nov 10th

8. Within five days after receipt of notification from the school board of the name of a new school, notify the postmaster of the name and address. On school vacations the clerk shall direct what disposition shall be made of the mail. ✓

Replace w/ (3) 9. ~~Have authority to~~ administer the oath of office to ^{Newly...} school board members. *OK* ✓

Replace w/ (1) 10. Act as clerk and record the proceedings of annual and special meetings. ✓

Add: (2)

Legal Ref: Wisc. Statutes 120.17
120.06 (8)(f)

Cross Ref: BBA, BBA-R, BBB

(4)
(5)

Initial Adoption: 01/21/80
Final Adoption: 02/18/80
Amended: 07/15/91

UPDATE BCB

BCBD

BOARD TREASURER

Closey work with Business Manager

The treasurer shall:

- 1. Deposit all moneys belonging to the district in accordance with the instructions of the Board and in compliance to state law. ✓
- 2. Apply for, receive and sue for all money appropriated to or collected for the school district and disburse the same in accordance with State Statutes 120.16 (2) and 66.042. Disburse money upon written order of the clerk after vouchers have been filed. ✓
- 3. Enter in his/her account books all money received and disbursed by him/her, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid. ✓
- 4. Present to the annual meeting a written statement of all money received and disbursed during the preceding year. ✓
- 5. Deposit all funds of the school district in a public depository deposit designated by the school board under State Statute 120.12 (7). ✓
- 6. Withdraw funds of the school district under State Statutes 120.16 (6) and 66.042. ✓
- 7. Furnish a financial report at regular business meetings of the board. ✓

same as 4

New: ~~Work closely with Business Manager on the above~~

Model: Contains all necessary Statutory components

Legal Ref: Wisc. Statutes 66.042
120.12 (7)
120.16

Cross Ref: BBA, BBA-R

Initial Adoption: 09/06/83
Final Adoption: 10/03/83
Amended: 07/15/91

SCHOOL ATTORNEY

The Board recognizes that the increasing complexity of school district operations frequently requires procurement of professional legal services. Consequently, it shall retain an attorney or law firm for purposes of systematically securing such services when unavailable through the WASB (Wisconsin Association of School Boards) Legal Council.

A decision to seek legal advice or assistance on behalf of the school district shall normally be made by the superintendent. Such action shall occur as it is consistent with approved district policy or standard practice and meets an obvious need of the district. It may also take place as a consequence of formal board direction.

BDA

REGULAR BOARD MEETINGS

The regular meeting of the Board of Education shall be held at least once per month at a time and place to be determined by the Board.

Def

Add to Another Policy

Legal Ref: Wisc. Statute 120.11 (1)

Cross Ref: BD, BDDA, BDDC

Initial Adoption: 10/27/80

Final Adoption: 11/17/80

Amended: 09/18/95

Quorum

BDDD

Delete?

QUORUM

Quorum: Three members present and voting shall constitute a quorum.

Legal Ref: Wisc. Statute 120.11 (1)

add to another

Initial Adoption: 11/26/79

Final Adoption: 12/17/79

SPECIAL BOARD MEETINGS

Special meetings may be called by one member by requesting the Clerk or in his/her absence, the President to notify in writing the other members of the time and place of such meeting not less than 24 hours before such meetings. If for good cause this is impossible or impractical, shorter notice may be given but never less than two hours in advance (section 19.84 (3) Wisconsin Statutes).

The Administrator of Schools may request a special meeting with proper notification of all members at least 24 hours prior to such meeting, or as stated in section 19.84 (3).

All School Board meetings will be held in compliance with the requirements of the open meeting law 19.81 (2).

All special meetings of the Board shall be designated by a resolution or in the notice of the special meeting.

Legal Ref: Wisc. Statute 120.11 (2)
 19.81 (2)
 19.84 (3)

Initial Adoption: 12/07/79
Final Adoption: 01/21/80
Amended: 02/11/91

Form

BDB-E

SPECIAL BOARD MEETINGS

Name of Board Member Requesting Special Meeting: _____

Today's Date: _____

Date of Special Meeting: _____

Reason for Special Meeting: _____

~~Filed By:~~
~~Approved:~~ _____
OR Board Clerk, Primary Requestee

~~Filed By:~~
~~Approved:~~ _____
Board President, Secondary Requestee

?

Board member checklist: (Each board member must be notified not less than 24 hours before such meeting. Shorter notice may be given as per section 19.84 (3) Wisconsin Statutes. See School District of Altoona Policy BDB.)

___ President

___ Treasurer

___ Vice President

___ Member

___ Clerk

___ Superintendent

LEGAL REFERENCES: Wisconsin State Statutes 19.83(2), 19.84, 120.11.

CROSS REFERENCES: #171.2 Agenda Preparation and Dissemination - RULE, #173 Closed Session Meetings, #172 Special Board Meetings, #171 Regular Board Meetings.

BDDC

keep?

AGENDA PREPARATION AND DISSEMINATION

Regularly scheduled Board agendas shall be prepared by the Administrator and Board President and shall be distributed to the Board of Education members at least two working days before the regular meeting. ✓

Items to be included on the agenda must be given to the Administrator or Board President by the Tuesday preceding the next regularly scheduled Board meeting. ✓

*Must notify Public of Subject Matter
§19.84*

Cross Ref: BDA

Pub Comment

Initial Adoption: 05/18/81
Final Adoption: 06/01/81
Amended: 02/11/91

~~CONFIDENTIAL~~ Rule

BDDC-R

AGENDA PREPARATION AND DISSEMINATION

Items that are given to the Administrator or Board President to be placed on the agenda for action consideration, shall be screened so the board does not become bogged down with inappropriate items. The questions to be asked are:

- Is the school board legally required to act on this matter?
- Is the school board required by board policy to act on this matter?
- Is the school board required by a collective bargaining agreement to act on this matter?
- Could the matter be handled administratively?
- Should this matter be referred to a staff member or committee before it is referred to the full school board?
- Can school board members be informed of this matter in some other way?
- Is this matter in the "call" of the special meeting?
- Is this matter important for school board leadership in the school district?

Approved: 02/18/02

BOARD POLICY DEVELOPMENT *AND Review*

The Altoona School Board's policy making duties are exercised through a sequence of steps: initiation, assembly of support material, holding of work sessions, drafting a policy statement, evaluation. These steps pertain only to the development of written policy as part of the Board's legislative role. Policies that have been formulated in formal negotiations with employee groups may be found in the respective contractual agreements. Policy development includes initiation of new policy and the amendment or deletion of existing policy.

1. Initiation: Any person residing within the Altoona School District or employed by the school district may suggest or recommend policies in writing to the Policy Committee chairperson. The chairperson will obtain from the initiator a statement of need for the proposed policy.
2. Assembly of background material: Within one month of policy initiation, the committee chairperson will gather the following types of information to prepare for further discussions.
 - a. ~~The effect, the proposal~~ will have on administrators, students, teaching staff, community, and others.
 - b. ~~The fiscal consequences of~~ adopting the proposal.
 - c. ~~Samples of similar policies, if any.~~
 - d. ~~Provisions of state law, where applicable.~~
 - e. ~~Suggestions as to~~ how the policy will be implemented, enforced, and evaluated.
3. Work sessions: The committee chairperson will prepare a summary of background material or information which will be distributed to the Policy Committee. The chairperson will schedule a committee meeting in consultation with the administrator. An effort will be made to ensure that persons most affected by the proposed policy can participate.
4. Drafting policy statement: ~~The committee chairperson will draft a policy statement after a work session upon request of the committee or any board member.~~ The District Administrator and/or Board President should consult the Board's Legal Counsel whenever applicable. ~~This draft should be sent to board members, individuals, or groups who express interest in the policy, or who will be responsible for its implementation or subject to its actions.~~
5. Implementation: The administrator will take actions to implement the policy and procedures, where appropriate, *and* submit administrative regulations concerning the policy, in writing, to the Board for approval within one month of final policy adoption.

Legal Ref: Wisc. Statute 120.13 (1) Cross Ref: BFC, BFD, BFG

Initial Adoption: 06/04/84
 Final Adoption: 07/02/84
 Amended: 11/19/90

DELETE

BF-R
delete?

BOARD POLICY DEVELOPMENT PROCEDURE

The Policy Committee or District Administrator will initiate policy development directed by state officials or law, or policies requested by the Board of Education, staff, and school district residents.

The District Administrative staff, instructional, and non-instructional staff, and the members of the Board of Education will be available for the assembling of background information for policy development. Meetings will be arranged through the District Administrator.

Upon completion of the policy draft, the policy chairperson will submit a copy of the draft to the District Administrator who will:

1. distribute copies to individual board members and appropriate staff for review and potential revision.
2. The completion of this procedure will be as per policy BFC Policy Adoption.

Consider replacing
w/ "Policy" & "Adoption"
BT

Corbin
w/BF (BFC)

POLICY ADOPTION

After recommendation by the Policy Committee, a new policy draft will be placed on the upcoming board agenda for discussion by the board members and community. After any revisions are made, the policy shall be put on the agenda for an initial adoption. If no major revisions are needed at this reading, the policy will be scheduled for a second, final reading and adoption not less than one month subsequent to the first reading.

~~Each reading will constitute a public hearing before the Board, and public discussion will be permitted at that portion of the regular agenda in which the proposed policy is introduced.~~

Policies must be adopted by a majority of the full board membership.

Legal Ref: Wisc. Statute 120.13 (1)

Cross Ref: BF, BFD

Initial Adoption: 06/04/84
Final Adoption: 07/02/84
Amended: 10/21/91

Combine
w/ BFD + BFC
BFCA

POLICY AMENDMENT

The Policy Committee shall review any policy referred to them by residents of the Altoona School District, staff members, ^{of} the Board of Education members ~~or~~ any changes required by law.

The policy shall be reviewed at a Policy Committee meeting. If amendments need to be made, the copies of the amended policy along with an original copy shall be sent to all board members. The suggested amendment will be placed on the agenda of the next regular meeting of the Board of Education for discussion. If no major revisions are indicated during this discussion, the policy will be scheduled for the next board meeting as an amendment.

2 readings

Only one reading will be required to amend or delete a policy and public discussion will be permitted. The amendment or deletion of policies must be by a majority of the full board membership, and they will be subsequently approved with the following notation: Amended: (date).

Cross Ref: BFD, BFG

Initial Adoption: 11/19/90
Final Adoption: 01/21/91
Amended: 10/21/91

POLICY DISSEMINATION

Adopted or amended policies will be given appropriate publicity. The Administrator will inform parents and the public of policy adoptions in district publications. Policies will be posted in each school building the day following final adoption.

The Administrator is directed to establish and maintain an orderly plan for preserving and making accessible the policies of the Board and the administrative rules and regulations needed to put them into effect. An up-to-date policy manual will be kept for public reference in each school library, staff lounge, Altoona School District office and the Altoona Public Library.

*Consider
delete*

All official manuals remain school property and subject to recall at any time deemed necessary by the Administrator for the purpose of updating.

Cross Ref: BFC, BFCA, BCE-1

Initial Adoption: 06/04/84
Final Adoption: 07/02/84
Amended: 11/19/90

Good rule or delete
BFD-R

POLICY DISSEMINATION PROCEDURE

Policies passed by the Board of Education will be disseminated in the following manner.

1. Policies will be printed and distributed to all locations with policy manuals (listed on BCE-1-R). The district administrative staff will be responsible for disseminating the information to all appropriate personnel.
2. Parents and students will be advised of new or amended policies directly effecting them by way of the student handbook, announcements, notices sent home, or any other means deemed appropriate by the administrative team.
3. Policies or appropriate parts of policies will be placed in the district newsletter when public notification is considered advisable by the District Administrator.

Combine w/ BF
BFG BF-R
BF C
BFCA

POLICY REVIEW AND EVALUATION

The Policy Committee shall create new policies, and review and evaluate existing policies on a continual basis.

The review of the policy is to see if it is:

1. being implemented effectively;
2. applicable in the district;
3. in line with state, local and federal laws;
4. accomplishing its' purpose.

Good Rule
or Delete



School District of Altoona

Our Vision

The vision of the Altoona School District, in partnership with our students, their families, and our community, is to build a foundation for life-long learning and the emotional well-being of our students. We are dedicated to offering large school opportunities with a small school approach on our unique, single campus setting.

Our Mission

We strongly believe in :

- Enabling our students to be competent in all core subject areas and in the skills of problem solving and critical thinking by attracting and retaining a strong staff;
- Utilizing technology to transform teaching and learning so students can find global opportunities for study or jobs and expand their capacity for celebrating diversity;
- Preparing our students for post-secondary education, or for the contemporary job market;
- Supporting the learning of students with special needs and preparing them for adult life;
- Evaluating our teachers by measuring performance, effectiveness, and innovative strategies;
- Strategically monitoring and being responsible stewards for the Altoona School District, and always advocating for public education;
- Jointly planning and sharing resources with outside entities, including local government, businesses, and non-profit groups;
- Engaging the community by providing unique learning and recreation opportunities for adults, and encouraging partnerships between parents, teachers, students, and community members.

Adopted: February 6, 2012