

**SERIES 100 – BOARD OF EDUCATION  
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## 110 EDUCATIONAL PHILOSOPHY<sup>1</sup>

- I. The Board of Education of the East Troy Community School District believes that its school system exists primarily for the educational needs of its constituency:
  - A. That each individual who qualifies in accordance with state law and local Board policy shall be accepted into the educational program.
  - B. That students shall be provided with a stimulating educational environment and abundant opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustments to life, in accordance with the basic principles of our American Heritage.
  - C. To develop an understanding and appreciation of American Democracy; a respect for the person, property, and rights of others regardless of race, color, or creed; and other factors as outlined in state or federal law.
- II. Within the classroom, emphasis should be on:
  - A. The development of fundamental skills and knowledge.
  - B. The breadth and depth of materials according to the student's ability.
  - C. Formation of a positive self-image that is reflected in relationships with others and the community.
- III. These goals can best be accomplished through a varied and flexible curriculum presented in surroundings that promote good work and study, with the help of thoroughly prepared and empathetic staff members. The needs of the students, their parents, and the community demand an honest appraisal of student ability, flexible learning programs, and a healthy respect for learning itself. Likewise, recognition of the obligation to stimulate the ability to think objectively, to draw conclusions, and to make decisions is accomplished by an awareness of significant and desirable social and personal values.

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<sup>1</sup> Legal Reference: Section 118.30 (1),(8) Wisconsin Statutes  
Cross Reference: 411, Equal Educational Opportunity  
Approved: 1/21/99

## 111 SCHOOL DISTRICT GOALS<sup>2</sup>

- I. To ensure a year plus of learning growth for each child, each year.
- II. To ensure programming opportunities through systems and practices that recognize the talents of each child.
- III. To ensure individualized learning by engaging students with a personalized learning environment.
- IV. To employ the highest quality staff.
- V. To adapt facilities for current and future educational needs.
- VI. To demonstrate fiscal responsibility through efficiency.
  - Develop the ability to express ideas, to read, observe, and listen with understanding.
  - To stimulate intellectual curiosity and rational, critical, and creative thinking; and to develop the ability to analyze and solve problems competently and make decisions wisely.
  - To understand basic mathematical concepts in such ways as to be functionally useful.
  - To develop leadership, cooperation, and sportsmanship.
  - To develop and maintain good physical health and health habits.
  - To develop and maintain good mental health, including self-confidence, self-discipline, social-emotional maturity, and the ability to work effectively with others.
  - To develop an understanding of the biological, physical, and social sciences and their influences on human life.
  - To develop capacities to appreciate nature.
  - To develop capacities to appreciate the arts in our own and other cultures.
  - To develop the ability to purchase, utilize, and conserve human and material resources and services intelligently.
  - To develop attitudes, skills, and understandings that makes a person an intelligent, responsible, occupationally competent participant in the changing economic structure.
  - To develop the attitudes, competencies, and understandings basic to a satisfying family life.
  - To develop communications between the school, parents, and the community in relation to the educational processes.
  - To provide and develop competencies in computer literacy.

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<sup>2</sup> Legal Reference: Section 118.01 (1,(8)), 118.30 (1,8), 121.02 (1) Wisconsin Statutes  
Approved: 1/21/99

- VII. The Board of Education shall, through continuous appraisal of the educational programs, strive to maintain the high level necessary for fulfillment of its commitment to quality education.
- VIII. The Board of Education shall strive to provide and maintain safe, adequate, and functionally useful facilities that promote optimum educational and community usage.

## 112 PERSONALIZED LEARNING ENVIRONMENT

School system that places the individual learner at the center of the learning process:

- student choice in demonstrating their learning
- authentic/real world learning experiences based on student interests
- collaboration and goal setting
- results driven feedback through data analysis using multiple forms of ongoing assessment (pre-, post-, formative, summative)
- flexible pacing and grouping
- technology integration within a 1:1 or 2:1 learning environment
- student self awareness and reflection
- flexible learning spaces
- student/teacher partnership in facilitation of learning
- project-based learning
- global connectivity

Student choice in demonstrating their learning – Teachers can facilitate units, lessons and activities by allowing students to answer the following questions:

- Whom will I work with?
- What topic(s) will I address?
- Where will I work?
- When will tasks be completed?
- How will I demonstrate my learning?

Providing choice allows teachers to positively influence motivation and achievement by providing students with a sense of control, purpose and competence.

**Authentic or real-world learning** – Authentic or real-world learning experiences connect the standards to the students’ interest and lives, This strategy often organizes learning around a problem or challenge that exists in the community and requires the application of concepts and skills. This results in the creation and implementation of learning experiences that include: multiple disciplines, real data, hands-on activities and a real audience.

**Collaboration and Goal Setting** – In collaborative classroom settings, the teacher and the student work together to establish individual goals within the framework of what is being taught. It is important to note that goals are created around the established learning targets.

**Results driven feedback** – Feedback is an important component of teaching and learning as it provides both the student and teacher with information regarding progress and growth in relation to learning goals. Feedback should be timely and specific and is provided as a result of the following:

- **Pre-assessment** provides a way for teachers to gather information about what students know and are able to do prior to instruction.
- **Post-assessment** provides a way for teachers to gather information about the skills and concepts students have mastered after instruction.
- **Formative assessments** are delivered as part of the learning process and provide information so that teaching and learning activities can be modified to meet the needs of the students.
- **Summative assessments** are delivered to evaluate student learning at the end of an instructional period and focus on student outcomes.

**Flexible pacing** – Flexible pacing recognizes that students learn at different rates and in different manners. As a result, students are exposed to materials, resources and concepts that are appropriately challenging for their ability. Students will move forward in the curriculum and content and skills are mastered. This framework utilizes **flexible grouping** which is a means of grouping students for instruction. Flexible grouping could include whole group, small groups, one-on-one conferencing. Groups are assembled to address objectives, lessons, concepts and skills that are appropriate for the learners.

**Technology Integration** – Technology integration provides students and teachers with access to a variety of tools and affords the opportunity to create a deeper understanding of content. Technology is utilized to access up-to-date materials and information, provides tools to collect and record data, encourages collaboration, addresses real-world, authentic tasks and increases student engagement. By integrating technology into instruction, curriculum, and assessment, educators are able to support and enhance authentic learning, provide acceleration and intervention, and ensure increased collaboration and communication. Additionally, technology provides 24/7 access to learning opportunities.

**Student self awareness and reflection** – Reflective classrooms encourage students to engage in the process of making meaning. This involves students monitoring individual progress, constructing meaning from content learned and from the process of learning, and applying the learning to other contexts. In these environment, students recognize their learning styles, identify their strengths and weaknesses, establish learning goals, collect evidence of learning and discuss their progress.

**Flexible learning spaces** – Flexible learning spaces can be configured in several different ways to support a variety of teaching and learning experiences including: direct instruction, project work, independent learning, small group work and partner collaboration.

**Student/teacher partnership in the facilitation of learning** – A learning partnership is based on mutual trust. Students trust their teachers to provide meaningful, challenging learning activities that are worthy of their time and effort. Teachers trust their students to learn both independently and in collaborative settings. As a result, teachers work with students to tailor the curriculum and address individual levels of performance.

**Project-Based Learning (PBL)** – As defined by the Buck Institute for Education (BIE), Project Based Learning is an extended process of inquiry in response to a question, problem or challenge. Project Based Learning consists of rigorous projects that are carefully planned, managed and assessed to help students learn key academic content, practice 21<sup>st</sup> Century skills (including collaboration, communication and

critical thinking) and create high-quality, authentic products and presentations. In addition, the process allows for student voice and choice.

**Global connectivity** – Global connectivity allows students to develop an understanding of how the world is organized and interconnected. Students learn to analyze and think critically about the possibilities and challenges that influence people’s lives. This encourages students to effect positive change in the world

Cross ref: Policy 111  
Policy 520

Adopted: March 23, 2015

## 130 SCHOOL BOARD LEGAL STATUS

### I. Organization

A. The Board of Education will consist of five members who shall serve for a term of three years except as otherwise provided by law. The terms shall be overlapping, two members being elected for each of the first two of each series of three years, and one the third year. The total membership of the Board may be changed only as stated under Wisconsin State Statutes.

### B. Student Representative

1. A high school student representative shall annually serve as an advisory member of the board.

#### a. Selection

i. The method of selection will be determined by the Student Cabinet of East Troy High School. All appointments shall require final approval of the Board of Education.

#### b. Functions

i. In matters requiring the Board's consideration, the student representative shall provide advice in areas of direct pupil concern. The Board shall decide the extent of student participation in its deliberations, but it is understood that generally there will be no participation in personnel matters, most business matters, all executive sessions, and certain other areas that are not appropriate for pupil participation. The student representative shall report back to the Student Cabinet which he/she represents.

#### c. Term of Service

i. Student representatives to the Board shall serve from the second meeting in September until the last meeting in May.

#### d. Requirements of Position

i. A student who is selected to meet with the board shall:

- (1.) Have permission of parents to serve.
- (2.) Provide his/her own transportation to board meetings.
- (3.) Attend all regularly scheduled Board meetings.
- (4.) Study Board materials and be prepared to discuss items of pupil interest and concern as requested by the board.
- (5.) Have the time and willingness to prepare for a follow-up on board meetings as necessary.

#### e. Status

- i. Student members selected to meet with the Board will:
  - (1.) Be advisory rather than regular voting members.
  - (2.) Serve at the pleasures of both the appointing Student Cabinet and the Board of Education.
  - (3.) Not be liable or responsible, in the same way as are regular board members, for actions taken by the Board of Education.

## 131 SCHOOL BOARD ELECTIONS<sup>3</sup>

- I. The Board of Education will consist of five members who shall serve for terms of three years except as otherwise provided by law. The terms shall be overlapping, two members being elected for each of the first two of each series of three years, and one the third year. The total membership of the Board may be changed only as stated under Wisconsin State Statutes.

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<sup>3</sup> Legal Reference: Sections 120.01 (2), 120.06(2), (3) Wisconsin Statutes  
Approved: 9/28/92  
Revised: 1/21/99, 2/14/00

## 132 FILLING BOARD VACANCIES

- I. The office of a board member becomes vacant when the incumbent dies, resigns, is removed, ceases to be a resident of the district, is absent from the district for a period exceeding 60 days, has his/her election/appointment voided by a court, neglects or refused to take and file the oath, neglects or refuses to execute a lawfully required bond, declines the office in writing, the term expires, or does not meet the provisions within the Wisconsin Statute 17.05(5).
- II. During the 60 days immediately following the date on which a vacancy first exists, the Board will fill the vacancy via the following processes:
  - A. When a vacancy occurs, qualified electors may contact the school board to express interest in the position. Board members may also contact qualified electors to determine their interests in the vacancy. Furthermore, candidates must legally qualify for board membership.
  - B. A vacancy shall be filled by appointment and by a simple majority vote of the remaining board members. Such vote and appointment may be done at a regular or special board meeting, and the simple majority shall be of those board members present provided there is a quorum of the board. An individual so appointed to fill a vacancy shall hold such office until the vacancy is filled by election according to state law. (See below- ‘Successors’).
  - C. If the vacancy is not able to be filled by two rounds of voting as in H.B., the Board shall declare a deadlock. Each board member shall get one vote for a final vote.
    1. If only one nominee is supported by two Board members or more, that nominee will fill the vacancy.
    2. If two nominees each have two votes, both will be included in the random selection process of flipping a coin. The district administrator will flip a coin: the candidate whose last name begins with the letter nearest the beginning of the alphabet will be assigned “heads” and the remaining candidate “tails”.
    3. If several nominees each have one vote, all names will be drawn from a hat.
- III. Successors
  - A. When a vacancy occurs in the office of a board member who is in the last year of his/her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a board member who is not in the last year of his/her term, the successor shall be elected at the next spring election.
- IV. When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a board member who is not in the last year of his/her term, the successor shall be elected at the second following spring election.

Approved: 9/10/12

Revised: 6/13.2016

## **132 RULE: PROCEDURES FOR FILLING BOARD VACANCIES<sup>4</sup>**

- I. Appointments made by board vote and appointment shall adhere to the following procedures:
- II. An announcement of the vacancy shall be published in the local media.
- III. A deadline for filing a declaration of candidacy shall be established which provides a reasonable length of time for citizens to determine whether or not they wish to be considered as candidates.
- IV. Citizens filing declarations of candidacy shall be given an opportunity to make a statement on behalf of their candidacy at a properly noticed open meeting of the board.
- V. The board may ask questions of the candidate and/or interview them at such board meeting. The board may conduct such questions and/or interviews in closed session to the extent permitted by law.
- VI. The names of all candidates shall be placed in nomination and voted on by a signed ballot. Signed ballot voting shall continue until one candidate receives a majority vote of the board, but not more than two (2) rounds of voting. If still deadlocked, a coin flip will occur.
- VII. The citizen appointed shall then take the oath of office and be seated on the board.

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<sup>4</sup> Legal Reference: Sections 17.03, 17.26, 19.01, 120.432 Wisconsin Statutes  
Approval: 9/10/12  
Revised: 6/13/2016

## 140 OFFICERS, AUXILIARY PERSONNEL OF THE DISTRICT

### 141 BOARD OFFICERS<sup>5</sup>

- I. The Board officers consist of a President, Vice-President, Clerk, and Treasurer. As a first order of business on the fourth Monday in April, or within 30 days after the fourth day in April, the Board is to elect the officers from their group for the ensuing year.
  - A. Officer Duties:
    1. President
      - a. The President will preside at all meetings and shall appoint all special committees unless elected by the Board.
      - b. He/she will have the right as other members of the Board to offer resolutions, to discuss questions, and to vote thereon.
      - c. It is also the duty of the President to sign all checks.
      - d. The President will perform any other responsibilities outlined by state law and/or the Board.
    2. Vice-President
      - a. The Vice-President shall conduct the Board meetings and any other of the president's duties in the absence of the Board President.
    3. Clerk
      - a. The Clerk will keep an accurate record of the proceedings of the Board and see that a copy is submitted to each Board member.
      - b. The Clerk will keep a record of all monies collected and disbursed and annually transmit a verified statement to the State Department of Public Instruction and the auditor.
      - c. The Clerk will perform duties pertaining to the preparation for the conduct of elections and District meetings.
      - d. The Board will appoint an employee of the District to perform all ministerial duties of the school secretary in his/her place and stead. The clerk will sign all checks.
      - e. The Clerk will perform any other duties outlined by state law or by the Board.
    4. Treasurer
      - a. It will be the duty of the Treasurer to receive and to deposit promptly in the officially designated District depository all monies paid to the School District, to keep a record of such monies, to submit a monthly report to the Board reflecting the current balance in District funds, and receipts for the preceding month, and to sign all checks and all legal documents as required

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<sup>5</sup> Legal Reference: Sections 120.05, 120.15, 120.16, 120.17, 120.18 Wisconsin Statutes  
Approved: 1/21/99

by law and perform any other responsibility as outlined by state law or the Board.

**142 LEGAL COUNSEL<sup>6</sup>**

- I. It will be policy of this Board to employ an attorney for the purpose of obtaining legal advice.

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<sup>6</sup> Legal Reference: Sections 120.10 (14), 120.13 (9 m), 120.15 (2), (4) Wisconsin Statutes  
Approved: 1/21/99

## **150 SCHOOL BOARD POWERS AND DUTIES**

### **151 BOARD POLICY ADOPTION**

- I. The Board of Education will reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides will constitute the policies governing the operation of the school system. They shall be recorded in writing.
- II. The formulation and adoption of these written policies will constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies will constitute the method by which the Board of Education shall exercise its control over the operation of the school system.
- III. Proposed revisions to policy or proposed new policy shall require a first and second reading prior to adoption. Formal adoption of policies requires a quorum and majority vote of the members present. Adopted policies will be recorded in the minutes of the Board of Education.

## **151.1 AMENDMENT OR SUSPENSION OF POLICIES<sup>7</sup>**

- I. Board policies may be amended or suspended upon a majority vote of the Board members present at a regular or special meeting of the Board. Board policies governing the Board's internal operations may be suspended only upon a majority vote of the entire Board.

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<sup>7</sup> Legal Reference: Sections 120.11, 120.43 Wisconsin Statutes  
Approved: 1/21/99

## 151.2 MANAGEMENT RIGHTS

- I. The District retains all rights of possession, care, control and management by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment, and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to the following:
  - A. To direct all operation of the school system;
  - B. To establish and require observance of reasonable work rules and schedules of work;
  - C. To hire, promote, transfer, schedule and assign employees in positions within the school system;
  - D. To suspend, discharge and take other disciplinary action against employees;
  - E. To relieve employees from their duties because of lack of work or any other legitimate reason;
  - F. To maintain efficiency of school system operations;
  - G. To take whatever action is necessary to comply with state and federal law, or to comply with state or federal court or agency decisions or orders;
  - H. To introduce new or improved methods or facilities;
  - I. To select new employees and establish quality standards;
  - J. To determine the educational policies of the district;
  - K. To contract out for goods and services

## 160 BOARD MEMBERS

### 161 SCHOOL BOARD MEMBER AUTHORITY/RESPONSIBILITIES<sup>8</sup>

- I. Because of the vital and important role which the public schools of our State and Country play in providing the basic foundation for democratic living and for sustaining the American way of life, and because, therefore, School Board membership represents such a challenging responsibility, these responsibilities are adopted as a guide to members as they strive to render effective and efficient services.
- II. School Board members should honor the high responsibility which membership demands:
  - A. By thinking always in terms of "children first".
  - B. By understanding that the basic function of the School Board member is "policy-making", and not "administrative", and by accepting the responsibility of learning to discriminate intelligently between these two functions.
  - C. By accepting the responsibility, along with fellow Board members, of seeing that the maximum of facilities and resources are provided for the proper functioning of schools.
  - D. By refusing to "play politics" in either the traditional partisan or in any petty sense.
  - E. By representing at all times the entire school community.
  - F. By accepting the responsibility of becoming well-informed concerning the duties of Board members and the proper functions of public schools.
  - G. By recognizing responsibility as a State official to seek the improvement of education throughout the state.
  - H. By considering the views of the schools' site-based management teams.
  - I. By being informed as to the policies and by-laws of the Board, to regularly attend Board meetings, and to become acquainted with the school curriculum, building and grounds, transportation, and other school services.
  - J. By following any codes of ethics established by state law.
- III. A School Board member should respect his/her relationship with other members of the Board:
  - A. By recognizing that authority rests only with the Board in official meetings, and that the individual member has no legal status to bind the Board outside of such meetings.
  - B. By recognizing the integrity of predecessors and associates, and the merit of their work.
  - C. By refusing to make statements or promises as to how he/she will vote on any matter which should properly come before the Board as a whole.
  - D. By making decisions only after all facts bearing on a question have been presented and discussed.

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<sup>8</sup> Legal Reference: Section 19.59 Wisconsin Statutes  
Approved: 1/21/99

- E. By respecting the opinion of others and by graciously conforming to the principle of "majority rule".
- IV. A School Board member should maintain desirable relations with the District Administrator and his staff:
- A. By striving to procure, when the vacancy exists, the best professional leader available for the head administrative post.
  - B. By giving the District Administrator full administrative authority for properly discharging his/her professional duties, and also by holding him/her responsible for acceptable results.
  - C. By acting only upon the recommendation of the District Administrator in matters of employment or dismissal of school personnel.
  - D. By having the District Administrator present at all meetings of the Board except when his/her contract and salary are under consideration.
  - E. By referring all complaints to the proper administrative office and discussing them only at a regular meeting after failure of administrative solution.
  - F. By presenting personal criticism of any employee directly to the District Administrator.
- V. A School Board member should meet his/her responsibilities to the community:
- A. By attempting to appraise fairly both the present and future educational needs of the community.
  - B. By regarding it as a major responsibility of the Board to interpret the aims and the methods of the schools to the community.
  - C. By insisting that all school business transactions be on an open, ethical, and above-board basis.
  - D. By vigorously seeking adequate financial support for the schools.
  - E. By winning the community's confidence that all is being done in the best interests of school children.

## 162 NEW BOARD MEMBER ORIENTATION<sup>9</sup>

- I. The Board will assist each new member-elect to understand the Board's functions, policies, and procedures. The new member will be given selected material by the administration and the Clerk who will explain its use.
- II. The District Administrator and his staff will invite the new member to meet with them to discuss services they perform for the board.

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<sup>9</sup> Legal Reference: Section 120.13(32) Wisconsin Statutes  
Approved: 1/21/99

**163 SCHOOL BOARD MEMBER DEVELOPMENT OPPORTUNITIES  
(CONFERENCES, CONVENTIONS, AND WORKSHOPS)<sup>10</sup>**

- I. The Board believes that in-service training for its members is vital in order for the Board to govern the School District in the most informed and prudent manner possible.
- II. In keeping with this position, the Board encourages the participation of its members at appropriate School Board conferences, conventions, seminars, and workshops.
  - A. State Association meeting annually.
  - B. Appropriate WASB seminars at Board option.
- III. The Board shall select representatives to such meetings from its membership at regular Board meetings and members who attend at District's expense shall report pertinent information collected to the Board and administrative staff at a regularly scheduled Board meeting following such attendance.
- IV. The Board shall pay any attendance fee and shall reimburse attending Board members for travel and other necessary expenses in accordance with expense reimbursement rates and procedures for District staff members. The District shall pay expenses only for the attending Board member to and from the meeting site.
- V. National meetings should ordinarily be attended only during the second year of the first three-year Board term and the first or second years of each succeeding term. First term Board members may not attend.
- VI. District expense reimbursement policies:
  - A. Mileage per contract or policy
  - B. Tourist or second class flight payment only.
  - C. The current approved per diem for food.
  - D. Reasonable hotel-motel rates.

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<sup>10</sup> Legal Reference: Sections 120.10(4), 120.13(16), (32) Wisconsin Statutes  
Approved: 1/21/99

## **170 BOARD MEETINGS**

### **171 REGULAR BOARD MEETINGS<sup>11</sup>**

- I. Regular School District meetings are scheduled at least one time per month with some months having two school board meetings at 6:00 p.m. in the library of East Troy High School unless other events require an alternative location or time. Any special meetings will be properly posted in accordance with State Statutes.
- I. Public notice shall be given in accordance with state law and established procedures.

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<sup>11</sup> Legal Reference: Chapter 14 Section 120.11(1) Wisconsin Statutes  
Cross Reference: 171.1, Public Notification of Board Meeting  
Approved: 8/13/98  
Revised: 1/21/99, 12/13/99, 10/14/2014, 8/10/15

## **171.1 PUBLIC NOTIFICATION OF BOARD MEETINGS<sup>12</sup>**

- I. Notices for the regular and special meetings of the Board will be published in the local newspaper the week before the meeting. In addition notices will be posted at each school building, and on the district website.
- II. Copies of the notices will be mailed to those newspapers and radio stations that have a request for such notices on file in the Administration Office.
- III. If there is an emergency that requires notification and on the district website, the notice will be posted at each school building, district website and each newspaper will be provided the notice.

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<sup>12</sup> Legal Reference: Section 19.84 Wisconsin Statutes  
Approved: 7/13/98  
Revised: 1/21/99

## 171.2 EXHIBIT<sup>13</sup>

### Regular Meeting Agenda Format:

- I. Call to Order
- II. Pledge of Allegiance
- III. Open Meeting Statement
- IV. Approval of Agenda
- V. Approval of Minutes
- VI. Public Participation per Board Policy
- VII. Financial Report and Approval of Vouchers and Receipts
- VIII. Action Discussion Items
- IX. Policy Review and Development
- X. Communications and Announcements
- XI. Administrative Reports
- XII. Board of Education – Future Items
- XIII. Adjourn

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<sup>13</sup> Cross Reference: 187, Public Participation at Board Meetings  
Approved: 7/13/98  
Revised: 1/21/99  
Revised: 8/10/15

## 172 SPECIAL BOARD MEETINGS<sup>14</sup>

- I. Special Meetings - A Special School Board meeting shall be held upon the written request of any School Board member. Proper notification and notice of such meeting will adhere to Wisconsin State Statutes.

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<sup>14</sup> Legal Reference: Sections 19.84, 120.11(2) Wisconsin Statutes  
Cross Reference: 171.1, Public Notification of Board Meetings  
Approved: 1/21/99

## 173 BOARD COMMITTEES<sup>15</sup>

- I. The Board of Education may conduct advisory subcommittee meetings at least once a month. The functions of the subcommittees shall be strictly advisory only to the East Troy Board of Education. Their authority shall be limited to recommendations that may be made to the School Board at a regular or special School Board meeting. All committees of the Board shall be held in accordance with state law and School Board policy. Any said board committees may convene in executive session as provided by state law.
- II. Following the last regular board meeting in April, the President of the Board will, where the Board deems necessary, appoint any or all of the following committees and the Chair of each committee. Each subcommittee will be comprised of two school board representatives, but not more than two of the five member regular board. In addition, each representative on these subcommittees shall serve in an advisory capacity to the School Board for one year.
- III. The District Administrator and or directors will serve as advisors to all committees. The administration will be responsible for development of the agenda, posting, and other information needed for the meeting. Finally, minutes of all committee meetings shall be recorded with the following information:
  - A. Record of attendance
  - B. Listing of the items considered (agenda)
  - C. Listing of the items recommended for school board consideration
  - D. Listing of the items tabled for future consideration by the committee
- IV. The duties of each committee shall include but not be limited to the following:
  - A. Student Learning
    1. Purpose
      - a. The purpose of the Student Learning Committee shall be to focus primarily on matters that relate to achieving the mission statement of the school district and strategic plan. In addition, to review the current curriculum and understand current budget considerations while reviewing, creating, and updating policies.
    2. Objectives
      - a. To discuss and evaluate district strategic plan as it relates to student achievement and instruction.
      - b. To discuss and recommend systemic approaches/systems.
      - c. To review and evaluate educational programs on a scheduled basis.
      - d. To assess the results of present instructional programs and services offered to students.

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<sup>15</sup> Legal Reference: 19.84, 19.85, 120.44  
Cross Reference: 300's, 400's, 500's, 700's  
1st Reading: 1/28/08  
2nd Reading: 2/25/08  
Approved: 2/25/08

- e. To learn about the various assessment tools and strategies that are used to demonstrate individual student learning and overall student progress.
- f. To review and evaluate recommendations on curricular matters brought forward by advisory groups.
- g. To establish and recommend policies that are current with the passing of any new legislation.
- h. To annually review staffing needs based on level of participation, creation or elimination of various activities based on interest level, and consistent evaluation of all programs.

B. Operations

1. Purpose

- a. The purpose of the Operations Committee shall be to focus primarily on matters that relate to achieving the mission statement of the school district and strategic plan. In addition, to review matters related to business, finance and human resource functions of the district while reviewing, creating, and updating district policies.

2. Objectives

- a. To discuss and evaluate district strategic plan as it relates to operations (budget facilities, and human resources).
- b. To discuss and recommend systemic approaches/systems.
- c. To receive input from the public and to furnish the public with information concerning district finances.
- d. To review the administration preliminary work on preparation of budget before submission to the Board for approval.
- e. To review long-range planning regarding facilities and operational capital.
- f. To review and evaluate recommendations on operational matters brought forward by advisory groups.
- g. To discuss and review proposals, and to recommend ways to bring about economies in financial operation of the district, while keeping in mind major goals for education in the district.

## 175 ANNUAL MEETING<sup>16</sup>

The Annual Meeting is scheduled on the fourth Monday of September at 7:00 p.m. at the East Troy High School lecture room on Graydon Avenue, East Troy, Wisconsin.

### Annual Meeting Agenda

- I. Call to order by Board President
- II. Pledge of Allegiance
- III. Election of temporary Chairman
- IV. Appoint Recording Clerk
- V. District Administrator's Report / State of the District
- VI. Annual Voluntary Service to education Awards
- VII. Treasurer's Report
- VIII. Presentation of the Budget
- IX. Hearing on the Budget
- X. Resolution A – Adoption of Tax Levy
- XI. Resolution B – Salaries for Board of Education Members
- XII. Resolution C – Set date and time for 2014 Annual Meeting
- XIII. Resolution D – annual authorization to buy or sell property
- XIV. New Business
- XV. Adjourn

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<sup>16</sup> Legal Reference: Sections 120.08(1), 120.10 Wisconsin Statutes  
Approved: 7/13/98  
Revised: 1/21/99

**180 OPERATING PROCEDURES**

**181 RULES OF ORDER<sup>17</sup>**

- I. Unless otherwise provided in policy, the Board will conduct all its meetings in accord with Robert's Rules of Order, Revised.

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<sup>17</sup> Approved: 1/21/99

**182 QUORUM<sup>18</sup>**

- I. Three Board members must be present at any regular or special Board meetings to make up a quorum for any official business to be transacted.

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<sup>18</sup> Legal Reference: Section 120.11(1) Wisconsin Statutes  
Approved: 1/21/99

## 185 BOARD COMMITTEES<sup>19</sup>

- I. The Board of Education will act as a committee of the whole except at the request of the Board for special temporary committees of less than the full membership for special purposes. These committees shall be appointed by the Board President and will be discharged on the completion of their assignment. The President of the Board will be in charge of any such committees. There will be no permanent committees.

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<sup>19</sup> Legal Reference: Section 19.84 Wisconsin Statutes  
Approved: 1/21/99

## 187 PUBLIC PARTICIPATION AT BOARD MEETINGS<sup>20</sup>

- I. All meetings of the Board not scheduled as executive sessions shall be open to the press and public. However, the Board reserves the right to meet privately or to recess to discuss such matters as are properly considered in executive sessions as provided in the Wisconsin State Statutes.
- II. The Board desires citizens of the District to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the Board may have the opportunity to hear the wishes and ideas of the public.
- III. In order to assure that persons who wish to appear before the Board may be heard and, at the same time, conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation in Board meetings.
  - A. A period of no more than 15 minutes shall be scheduled at every meeting (immediately following the adoption of previous minutes) for public comments not related to the agenda.
  - B. The Board President shall be responsible for recognizing the speaker, who shall give his name, address, and the group, if any, he/she is representing.
  - C. A presentation should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to five minutes. Discussion of any single item may be limited at the discretion of the presiding officer.
  - D. Speakers may offer such objective criticisms of school operation and programs as concerns them. But in public session, the Board will not hear personal complaints of school personnel nor against any person connected with the school system. Complaints of this nature are provided in the Citizen Complain procedures 870- Rule and 870 Exhibit.
    1. Questions of information asked by the speaker shall, when possible, be answered by the Board President or referred to another member or staff member for immediate reply. Questions requiring investigation shall be referred to the District Administrator for later response. Questions requiring Board action shall be deferred for later consideration by the Board.
    2. Staff members wishing to present staff concerns before the Board may do so provided that the individual or group goes 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, in line with the procedures outlined, when the subject on which he/she wishes to be heard relates to his/her role as parent, concerned citizen, or taxpayer, rather than to his/her role as staff member.
- IV. It should be remembered that Board meetings are meetings held in public, not public meetings.

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<sup>20</sup> Legal Reference: Sections 19.83(2), 19.84(2) Wisconsin Statutes  
Cross Reference: 870 Public Complaints  
171.2, Agenda Preparation and Dissemination  
Approved: 1/21/99

- V. 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. Any person who disturbs good order may be required to leave. Unless the established procedure is followed, members of the public will not be recognized by the President as the Board conducts its official business.

## **188 ADEQUATE INFORMATION TO PRECEDE ACTION<sup>21</sup>**

- I. Adequate Information to Precede Action - Except in emergencies, the Board will not attempt to decide upon any question before examining and evaluating any information any person requests the Board to consider. The District Administrator shall be given an opportunity to examine and to evaluate all such information and to recommend action before the Board attempts to make a decision.

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<sup>21</sup> Approved: 1/21/99

**190 RECOGNITIONS FOR ACCOMPLISHMENT**

**191 RULE- SCHOOL SERVICE RECOGNITION AWARDS<sup>22</sup>**

- I. The East Troy Community Board of Education will sponsor the annual District Service Recognition Awards event.
  - A. Employees who have given the District ten (10) or more years of service will be recognized annually.
  - B. Employees who have retired from the district after ten (10) or more years of service will receive a certificate and an award of recognition.
  - C. Employees who have given service to the district will be honored at the annual breakfast as follows:
    - 1. 10 years Certificate of Appreciation and Service Pin
    - 2. 15 years Certificate of Appreciation and Service Pin
    - 3. 20 years Certificate of Appreciation and Service Pin
    - 4. 25 years Silver Apple Award
    - 5. 30 years Gold Apple Award
  - D. Board members who have served at least one full term (3 years) or assisted to complete the term on the Board will receive an engraved plaque from the district.

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<sup>22</sup> Approved: 9/24/01