

SCHOOL DISTRICT OF TOMAHAWK
POLICY MANUAL
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Use of italics indicates a policy that has not yet been developed

* - Policy has an associated administrative rule

EDUCATIONAL PHILOSOPHY - PHILOSOPHY OF EDUCATION

#111

It is the belief of the Board of Education that education is a service to the individual and to society. Therefore, it shall be the philosophy of the School District of Tomahawk to educate each child, within that child's capacity, to meet and successfully solve the problems encountered as a responsible and contributing member of a family, community, state, nation and the world.

Further, it is the belief of the Board of Education that education should promote the development of democratic ideals and principles through experiences in democratic living and should provide a basis for the growth of mutual understanding between different cultural, religious and occupational groups to achieve that unity which is necessary to maintain democracy.

The Board of Education further believes that education should have a solid foundation of basic skills in each field of instruction with an understanding of how to think clearly, honestly, and creatively; to read thoughtfully, to communicate effectively; and to listen intelligently. Stress should be laid on the development of natural talents and abilities so that our society will benefit.

The Area of Basic Skills

The Board of Education believes that the schools have a responsibility to develop competency in the fundamentals of communication and computation since they serve as a basis for all our education. The communication skills of reading, writing, speaking, viewing and listening in conjunction with such phases of computation as mathematical processes, examining relationships, drawing inferences, and testing hypotheses are all integral parts of this learning process.

The District's objective in developing the skill of reading is to produce competency in both speed and understanding, and by developing the skills of writing and speaking to enable the student to express himself/herself adequately. The student, by developing the skills of viewing and listening, should be able to build understanding while stimulating mental growth.

The District's objective in developing skill in mathematical processes is to familiarize the student with numerical systems and their application in daily life. This involves an understanding of deductive reasoning and the ability to draw inferences and test hypotheses so that each student has the capability of solving mathematical problems.

Area of Citizenship

It is the Board's responsibility to instill in the students a desire to fulfill and protect the ideals of our country. To accomplish this, students are encouraged to participate intelligently in democratic processes, to develop respect for legally constituted authority, and to become contributing citizens in a democratic society.

Area of Health and Safety

It is the Board's responsibility to encourage the physical and mental well-being of our students. To do so, we promote a program of helping the students to recognize and use

adequate nutrition, sufficient rest, and ample exercise. Knowledge and prevention of communicable diseases and prevention of accidents must also be taught to develop satisfying and socio-economic adjustment.

Area of Cultural Heritage

It is the Board's responsibility, within the area of cultural heritage, to develop an understanding of the creative force within humans that emerges in the form of literature, music, and the arts. Through an understanding of this force, we hope to produce within each student a finer comprehension of the human being, the human environment, and heredity that will enable each individual in contributing his/her talents to society and its advancement.

Area of Economic Efficiency

It is the Board's responsibility to provide fundamental training which will enable district students to adjust appropriately to the requirements of everyday living. Through established learning situations, problems and exercises will be provided necessary to equip students for adequate adjustment to either the world of work or the world of continued education so that they may face the future in which they will be self-supporting citizens.

Area of Leisure Time

It is the Board's responsibility to help in planning and directing the student's activities outside the classroom so their leisure time may be used in a satisfying and socially acceptable manner during their school and adult life. This can be accomplished by encouraging the students to participate in co-curricular activities and to explore personal interests that will foster constructive use of leisure time.

Area of Guidance

It is the Board's responsibility to assist the students in securing the knowledge and skills needed in making adequate choices and plans for the future in order that they may be effective and contributing members of society.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
ADOPTED: 02-13-90

Section I - Board Operations

EDUCATIONAL PHILOSOPHY - NONDISCRIMINATION

#113

It is the policy of the School District of Tomahawk that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, political affiliation or arrest or conviction record not substantially related to a persons job or activity in school, will be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil services, recreational or other programs or activities which the District operates or be discriminated against in employment by properly qualified individuals.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It shall be the responsibility of the District Administrator of the School District of Tomahawk to examine existing procedures and develop new procedures where needed to ensure that the School District of Tomahawk does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under s. 118.13, Wis. Stats., P1 9, Wis. Admin. Code, Title IX of the Education Amendment and Section 504 of the Rehabilitation Act of 1973. That employee shall ensure adoption of complaint procedure to resolve complaints alleging violation of these laws, ensure that an evaluation of the district compliance with s. 118.13, Wis. Stats. is completed every five years under P1 9, Wis. Admin. Code and submit form P1-1197 to the Department of Public Instruction.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
APPROVED: 02-13-90

ADMINISTRATIVE RULE

The School District of Tomahawk encourages informal resolution of complaints under the “Nondiscrimination” policy of the School District.

If a person believes that the School District of Tomahawk or any part of the school organization has failed to follow the law or policy #191 or s. 118.13, Wis. Stats., or in some way discriminates against pupils or individuals under that policy or statute, he/she may bring or send a complaint to the Administration Office at 1048 E Kings Rd, Tomahawk, Wisconsin 54487 (Telephone: (715) 453-5555).

Pupil Discrimination Complaint Procedure

Formal Procedure

- Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the District Administrator. The District Administrator shall send written acknowledgment of receipt of the complaint within 45 days.
- Step 2: A written determination of the complaint shall be made by the Board of Education within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with exceptional educational needs shall be resolved through the procedures authorized by ch. 115, sub. ch. V. Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR s. 76.780-76.782, commonly referred to as E complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the State Superintendent.
- Step 3: If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent within 30 days of the Boards decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided a written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent Wisconsin Department of Public Instruction, 125 South Webster Street, P. O. Box 7841, Madison, Wisconsin 53707-7841.
- Step 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60

Title IX/Section 504 Complaint Procedure

Informal Procedure

If any person believes that the School District of Tomahawk or any part of the school organization has inadequately applied the principles and/or regulations of Title IX (sex) and Section 504 (handicap) or in some way discriminates on the basis of sex, race, color, national origin, age, or handicap, he/she may bring forward a complaint to the Administration Office at 1048 E Kings Rd, Tomahawk, Wisconsin 54487. Telephone: 715-453-5555.

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Title IX for Section 504 Coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Formal Procedure

- Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the Title IX or Section 504 Coordinator, within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within five (5) business days.
- Step 2: If the complainant wishes to appeal the decision of the Title IX or Section 504 Coordinator, he/she may submit a signed statement of appeal to the School District Administrator within five (5) business days after receipt of the Coordinators response to the complaint. The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten (10) business days.
- Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written, statement to the School Board within five (5) business days of her/his receipt of the District Administrator's response in Step 2. In an attempt to resolve the complaint, the School Board shall meet with the concerned parties and their representatives within fifteen (15) days of the receipt of such an appeal. A copy of the Boards disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) business days of this meeting.
- Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the Office for Civil rights, U. S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
APPROVED: 02-13-90

SCHOOL DISTRICT OF TOMAHAWK
1048 E Kings Rd.
Tomahawk, Wisconsin 54487

Discrimination Complaint Form

Name _____ Date _____

Address _____
(Street)

(City) (Zip)

Telephone _____
(Home) (Work)

Status of Person filing complaint: _____ Student _____ Parent
_____ Employee _____ Other

Filing complaint alleging discrimination on the basis of:

Statement of Complaint (include type of discrimination charged and the specific incident(s) in which it occurred):

Signature of Complainant _____

Date Complaint Filed _____

Signature of person receiving complaint _____

Date received: _____

Submit all copies to the School Building Coordinator (Principal), or the supervisor, or their respective secretaries. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be sent to the complaint investigation officer.

Section I — Board Operations

DISTRICT LEGAL STATUS - SCHOOL DISTRICT LEGAL STATUS

#121

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

The official name of this school district is "The School District of Tomahawk". It is classified as a common school district and includes parts of the Towns of Bradley, Birch, Harrison, King, Little Rice, Nokomis, Rock Falls, Skanawan, Tomahawk, Wilson and the City of Tomahawk in Lincoln and Oneida Counties, Wisconsin.

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

FIRST READING: 01-09-90
SECOND READING: 02-13-90
ADOPTED: 02-13-90
REVISED: 07-13-93

LEGAL REFERENCE:
Wisconsin Constitution
Article X. Section 3.
Wis. Stats., 115.01(5)

Section I - Board Operations

BOARD LEGAL STATUS – GENERAL

#131

The Board of Education of the School District of Tomahawk derives its authority to govern the local schools directly from the Wisconsin Constitution and the State Statutes.

The School District of Tomahawk Board of Education shall consist of nine (9) members elected at large. Each member shall represent a geographical region of the district. There will be four (4) members representing the apportioned areas of the City of Tomahawk, three (3) representing the apportioned areas of the Towns of Bradley, Skanawan, Tomahawk, Birch, and Rock Falls, one (1) representing the apportioned areas of the Towns of Nokomis, Wilson and Little Rice, and one (1) representing the apportioned areas of the Towns of King and Harrison.

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

FIRST READING: 01-09-90
SECOND READING: 02-13-90
ADOPTED: 02-13-90
REVISED: 07-13-93

LEGAL REFERENCE:
Wisconsin Constitution,
Article X, Section 3.

Wis. Stats.
120.01
120.06
120.40
120.41
120.42
120.44

Section I - Board Operations

BOARD LEGAL STATUS - SCHOOL BOARD ELECTIONS

#132

The Board of Education of the School District of Tomahawk shall be elected at the general election held on the third Tuesday in March of each year, following the procedures outlined for such election by the State Statutes.

Board members are elected at large for a term of three (3) years. Three members of the nine-member board are elected each year in the following rotation: (A) Two (2) representing the apportioned areas of the Towns of Bradley, Skanawan, Tomahawk, Birch, and Rock Falls and One (1) representing the apportioned areas of the Towns of Harrison and King; (B) Two (2) representing the apportioned areas of the City of Tomahawk and One (1) representing the apportioned areas of the Towns of Nokomis, Wilson and Little Rice.

The term of office for each Board member shall commence on the fourth Monday in April. Board members elected shall before taking office, take and sign an oath of office on or prior to the fourth Monday in April, administered by the School District Clerk.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
ADOPTED: 02-13-90
REVISED: 07-13-93
REVISED: 10-10-95

LEGAL REFERENCE:
Wis. Stats.
120.03
120.06 (4) (10)
120.43(1)
120.17(10)
5.02(21)

Section I – Board Operations

BOARD LEGAL STATUS – BOARD MEMBER OATH OF OFFICE #132.2

Within eight (8) days after the election or appointment of a person to the Board, the school district clerk shall, as prescribed by statute, notify such person of his/her appointment or election. On or prior to the fourth Monday in April, the date for taking office, a school board member shall take and file the following oath of office:

“I, the undersigned, who have been duly elected (or appointed) to the Tomahawk Board of Education, 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. So help me God.”

The oath shall be in writing and must be subscribed and sworn to by the Board member.

FIRST READING: 09/13/05
SECOND READING: 10/11/05
APPROVED: 10/11/05
REVISED:

LEGAL REFERENCE:
Wis. Stats.
19.01
120.06(10)
120.17(10)

Section I – Board Operations

**BOARD LEGAL STATUS – BOARD MEMBER RESIGNATION/REMOVAL
FROM OFFICE #133**

1. Resignation: Resignations of Board members must be submitted in writing and addressed to the Board Clerk of the Tomahawk School Board. If the Clerk resigns, his/her resignation shall be addressed to the Board President of the Tomahawk School Board. Resignations take effect at the time indicated in the resignation or, if no time is indicated, upon delivery of the written resignation. Delivery of a resignation shall be made by leaving a copy thereof with the officer to whom it is required to be addressed or by leaving a copy thereof in the care of the Tomahawk School District Office.

2. Removal: Any elected or appointed school district board member may be removed from office by the judge of the circuit court of the circuit wherein the school district is situated. Removal must be for cause as defined in state statutes. A school board position may also be considered vacant when the incumbent is absent from the district for a period exceeding sixty (60) days. If a school board member ceases to be a resident of the apportioned area he/she represents but is still a resident of the school district, he/she may continue to serve for the balance of the term for which he/she was elected or appointed.

FIRST READING: 09/13/05
SECOND READING: 10/11/05
APPROVED: 10/11/05
REVISED:

LEGAL REFERENCE:
Wis. Stats.
17.01
17.03(4m)
17.13
120.05(1)(d)

Section I - Board Operations

BOARD LEGAL STATUS - SCHOOL BOARD VACANCIES

#134

If any School District of Tomahawk Board Member resigns or otherwise vacates his/her position before the expiration of his/her term, the remaining Board will fill the position by appointment. The process of appointment will be accomplished as soon as possible but within sixty (60) days of the vacancy and will be conducted in a manner prescribed by Wisconsin's Open Meetings Law.

PROCEDURE:

1. The Board's desire to fill the vacancy by taking applications will be publicized in the normal posting places and through the use of those print media usually used for meeting announcements.
2. An advertisement of the vacancy will be published in the local newspaper at least once previous to the deadline.
3. Interested individuals will be required to write a letter of application for the vacancy and submit it by the deadline. The deadline will include a specific date and time for application closure. If only one or no applications are received by the deadline, that one person may be appointed to the Board providing there is majority support of the Board or the deadline may be extended by a majority vote of the Board.
4. After the deadline, special Board meetings will be held to interview applicants. All applicants will be notified of their interview time and given an equal opportunity to make statements on their behalf and answer Board questions. Each applicant will be given one appointment to appear. If an applicant cannot appear at the designated time, a second appointment can be offered at the Board's discretion.
5. After all applicants have had an equal opportunity to be interviewed, the Board will choose one applicant and an alternate. These choices will require five of the remaining Board members' votes for approval. If the first choice applicant does not wish to accept the appointment, the second choice will be asked.
6. The appointee will receive confirmation in writing and unsuccessful applicants will also be notified in writing of the Board's decision. These written notifications will occur promptly.
7. The appointee shall execute the Oath of Office and be seated on the Board at the next regularly scheduled Board meeting. The Board President will assign the appointee to standing committees and other delegated responsibilities as necessary.

8. In certain instances the Board may interview and select a candidate at it's regular monthly meeting. The successful candidate shall take the oath of office and be seated at that meeting.

FIRST READING:	01-09-90
SECOND READING:	02-13-90
ADOPTED:	02-13-90 .
REVISED:	12-13-94

Section I - Board Operations

OFFICERS AND AUXILIARY PERSONNEL – BOARD OFFICERS

#141

OFFICERS: The Officers of the Board of Education of the School District of Tomahawk shall consist of a President, Vice-president, Clerk, Treasurer, and Recording Secretary.

ELECTIONS: The officers of the Board (except the Recording Secretary) shall be elected at a regular School Board meeting on or within thirty (30) days after the 4th Monday in April following the swearing in of newly elected Board members. The incumbent President of the Board (if there is one) will yield the meeting to the District Administrator, who will preside temporarily during the election of the President, according to the following procedure:

Members interested in any office may use the self-nomination process. Nominations will also be solicited from Board members from the floor.

All voting shall be by written ballot and a quorum must be present. Nominees must receive a majority vote of the Board members present and voting to be elected to office. If there are more than two (2) nominees for any office, a preliminary vote will be conducted in which each voting Board member will cast a ballot for two (2) of the nominees. The two nominees with the highest vote totals only will be included in the final vote to fill the vacancy.

The newly elected President will conduct the election of other officers using procedures as listed above.

The newly elected officers will assume their duties upon election and serve a term of one (1) year.

Should the office of President become vacant, the office will be filled by the Vice-president for the balance of the unexpired term. Should the office of Vice-president, Clerk, or Treasurer become vacant, a special election will be held to fill the office, according to the election procedure outlined above.

DUTIES OF BOARD OFFICERS

PRESIDENT: The President of the Board ensures the integrity of the Board's processes. The President also participates in all Board meetings in a manner equal to all other Board members. In addition, the President has the following authority and duties:

- Determine the date, time and locations of all Board meetings.
- Ensure that all meetings of the Board are properly noticed for the public.
(Administration) Make all Board committee appointments in accordance with Board policy and act as an ex-officio member of all Board committees.
- Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legitimately imposed upon it from outside the organization.
- Conduct and monitor Board meeting deliberations to ensure that only Board issues, as defined in Board policy, are discussed.

- Ensure that Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly and to the point.
 - Preside and chair all Board meetings in accordance with law and with all the commonly accepted power of that position as described in Robert's Rules of Order or the Board's accepted parliamentary order.
 - Ensure that minutes of Board meetings are properly recorded, approved and signed. (Administration)
 - Countersign all checks, share drafts or other drafts for disbursement of school district monies. (Administration)
 - Sign all documents on behalf of the Board, except as otherwise delegated by the Board. (Administration)
 - Make all interpretive decisions that fall within the topics covered by Board policies on Governance Process and Board/Superintendent Relationship, except where the Board specifically delegates such authority to others, using any reasonable interpretation of the provisions in those policies. Refrain from exercising any authority as an individual to supervise or direct the superintendent.
 - Serve as the Board's primary spokesperson to the media.
 - Direct the search and interviewing process for the appointment of the District Administrator.
 - Perform all statutorily required duties or those assigned by the Board. (Administration)
- If the President is temporarily unable to perform his or her duties, the Vice-President will assume those duties. If both the President and Vice-President are temporarily absent, either the Clerk or the Treasurer (in that order) will serve as President Pro Tempore.

VICE-PRESIDENT: The Vice-president has the following authority and duties:

- Assume the duties assigned to the President in the event of the latter's absence or inability to act. Perform all statutorily required duties or those assigned by the Board. (Administration)

CLERK: The Clerk has the following authority and duties:

- Ensure reporting of the names and addresses of Board officers to the clerk and treasurer of each municipality having territory within the school district within 10 days after the election or appointment of the officer. (Administration)
- Administer the oath of office to newly elected Board members.
- Cause written notice to be given to each member of the Board for all Board meetings. (Administration)
- Ensure that the minutes of each Board meeting are kept and preserved. (Administration)

- Oversee the care and custody of the Board's record book and documents, entering into the record book the minutes of the Board's meetings, orders, resolutions and other proceedings. (Administration)
- See that all required reports are submitted to the municipal clerks. (Administration) Cause tax levy certifications to be prepared and filed. (Administration)
- Countersign all checks, share drafts or other drafts for disbursement of school district monies. (Administration)
- Attest to any written contract to which the district may be a party when the Board shall have authorized such contract. (Administration)
- Assume the duties assigned to the President in the event of the temporary absence or inability to act of both the President and Vice-president.
- Perform all statutorily required duties or those assigned by the Board. (Administration)

TREASURER: The Treasurer has the following authority and duties:

- Apply for, receive and sue for all money appropriated to or collected for the school district and disburse the same in accordance with applicable law. (Administration)
- See that all monies paid to the school district are received and deposited promptly in the officially designated district depository. (Administration)
- Assure that a record of the receipt of said monies is properly kept. (Administration)
- Ensure that disbursements from the school district treasury are made upon the written order of the school district clerk after proper vouchers have been file with the clerk. (Administration)
- Co-sign checks in payment of lawfully incurred and properly approved expenditures. (Administration)
- See that designated reports to the State are properly made. (Administration)
- Assume the duties assigned to the President in the event of the temporary absence or inability to act of the President, Vice-president and Clerk.
- Perform all statutorily required duties or those assigned by the Board. (Administration)

RECORDING SECRETARY: The Board will appoint a Recording Secretary who is a staff member. The Recording Secretary will perform the following duties:

- Insure that all Board proceedings are recorded, transcribed as minutes, and posted and retained per statute.
- Prepare Board meeting agendas submitted by the President and Administrator, and provide them, along with prior meeting minutes, to Board members before the next meeting.

-Assist and support the Board President, Vice-president, Clerk, and Treasurer as necessary. Insure that all Board-related communications are properly distributed, filed, and retained.

-Reserve Board meeting rooms as necessary, and provide proper notice and posting of scheduled Board meetings.

-Transcribe Board agendas, and compile and distribute Board information packets. Mail meeting notification and agenda to news media that have officially requested copies;

-Maintain up-to-date files on Board policies, financial reports, publicity, correspondence, and all Board actions.

If the Recording Secretary is absent from any meeting or is unable to perform the duties of the office, a Recording Secretary Pro Tempore will be appointed.

FIRST READING: 06-10-03
SECOND READING: 07-08-03
ADOPTED: 07-08-03
REVISED:

LEGAL REFERENCE:
Wis. Stats
120.05
120.15
120.16
120.17

Section I - Board Operations

OFFICERS AND AUXILIARY PERSONNEL - SCHOOL ATTORNEY

#142

The Board recognizes that the increasing complexity of School District operations frequently requires procurement of professional legal services.

Legal opinions shall be sought when it becomes necessary to vary the legal status of any proposed or existing School District policy, procedure or in the solution of other District, problems.

A decision to seek legal advice or assistance on behalf of the School District shall normally be made by the District Administrator and/or School Board President or by the Chairman of any Board Committee.

No Board member shall be denied access to approved legal counsel, but a request for use of the legal counsel by an individual Board member shall be communicated to the District Administrator and/or the Board President when available.

The School Board President shall be properly informed of all business completed and transacted with the School District legal counsel, and timely reports will be made to the full Board.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
APPROVED: 02-13-90

LEGAL REFERENCE:
Wis. Stats.
120.13(9)(M)
120.10(14)

Section I - Board Operations

SCHOOL BOARD POWERS AND DUTIES - GENERAL

#151

It shall be the duty of the School District of Tomahawk Board of Education to be a policy-forming body, to operate within the laws of the State of Wisconsin and to do all other duties reasonable for the performance of public education.

The Board shall represent and act for the State in providing the district with the kind of educational programs and facilities required or permitted by state law. The Board can act officially only in duly authorized and legally held meetings.

The responsibilities of the Board shall be:

1. To formulate and adopt board policies regarding school board management, district management, educational programs, fiscal management, personnel management, pupil services, support operations, communication/public relations;
2. To employ a chief administrative officer as its professional advisor and to delegate to him/her the authority and responsibility to execute the Board's policies, enforce its rules and regulations and administer the schools;
3. To exercise its supervision primarily with individual subordinate staff members on specific problems;
4. To develop a realistic budget and to approve and provide financial resources necessary for executing its policies;
5. To evaluate the effects of its policies by such means as observation, special studies and reports by the administrative officer;
6. To perform the specific duties imposed upon the Board by the statutes.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
APPROVED: 02-13-90

LEGAL REFERENCE:
Wis. Stats.
120.12
120.13
Chap. 120
Sub. II

SCHOOL BOARD POWERS AND DUTIES - BOARD POLICY DEVELOPMENT

#152

The Board of Education of the School District of Tomahawk considers policy development as a major function, along with providing the wherewithal for the successful administration, application and execution of its policies. The Board reserves unto itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the School District.

Specifically, policies developed by the Board shall:

- a. Chart a course of action of the schools in the district, telling what is wanted, why and to what extent;
- b. Be broad enough to indicate a line of action to be followed by the administration, yet be narrow enough to provide clear guidance;
- c. Be in conformance with state and federal laws, and regulations of the Department of Public Instruction and other regulatory agencies;
- d. Be based on the educational philosophy, goals and objectives adopted by the district; and
- e. Serve as a source of information and guidance for all people who are interested in or connected with the school system.

Policies may be recommended by Board members, teachers, administrators, support staff members, citizens or students.

Policy additions, deletions or revisions shall be presented for first reading, and discussed, at one regular or special Board meeting, included in the minutes of that Board meeting, and placed on the agenda for an ensuing regular or special Board meeting, at which time they shall be presented for a second reading and formal adoption. In emergency situations, the second reading requirement may be suspended and the proposed policy or change adopted with one reading.

Policies may be adopted, revised or revoked by a majority vote of the Board pursuant to established procedures.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
APPROVED: 02-13-90

LEGAL REFERENCE:
Wis. Stats.
120.12
120.13

Section I - Board Operations

**SCHOOL BOARD POWERS AND DUTIES - ADMINISTRATION IN POLICY
ABSENCE**

#152.3

The District Administrator shall have the power to implement action within the school's system if a situation should develop for which the Board has provided no policy guidelines. However, the District Administrator's decision shall be presented at the next regular Board meeting.

In cases where immediate action is not necessary, the District Administrator shall bring the issue to the attention of the Board as policy matter.

It is the District Administrator's duty to inform the Board of any such action and of the need for an official policy.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
APPROVED: 02-13-90

LEGAL REFERENCE:
Wis. Stats,
118.24

Section I - Board Operations

SCHOOL BOARD POWERS AND DUTIES - REVIEW OF ADMINISTRATIVE RULES

#152.4

The Board shall delegate to the District Administrator the function of specifying required actions and designing the detailed arrangements under which the schools will be operated.

The administrative regulations must be, in every respect, consistent with the policies adopted by the Board. The Board reserves the right to review and require revisions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

The Board does not adopt administrative regulations unless specifically required to do so by law or unless requested to do so by the District Administrator.

FIRST READING: 1-09-90

SECOND READING: 2-13-90

APPROVED: 2-13-90

Section I – Board Operations

BOARD MEMBERS - BOARD MEMBER AUTHORITY

#161

All business of the Board will be transacted at legally constituted Board meetings. No member will have the power to act in the name of the Board outside of a legal Board meeting except when empowered through Board appointment to carry out a special task. No Board member, by virtue of his/her office, will exercise any administrative responsibility with respect to the schools or, as an individual, command the services of any school district employee.

Responsibility for the operation of the schools is vested in the Board as a whole and not in its individual members. The actions of individual members, however, will help to determine the effectiveness of the Board as a whole. Individual Board members are expected to:

1. Recognize that the basic function of the Board is policy making not administration.
2. Become well-informed concerning Board member duties, education issues and the proper functions of public schools.
3. Attend all properly noticed Board and committee meetings.
4. Make decisions based on the District's educational philosophy and goals and then only after all facts bearing on a question have been presented and discussed.
5. Respect the principle of majority rule and promote the implementation of all decisions made by the Board.
6. Refrain from disclosing confidential information from legally constituted closed session meetings.
7. Recognize that only the Board President, District Administrator or other person(s) specifically designated by the Board may speak for the Board.

FIRST READING: 09/13/05
SECOND READING: 10/11/05
APPROVED: 10/11/05
REVISED:

LEGAL REFERENCE:
Wis. Stats.
120.13

Section I - Board Operations

BOARD MEMBERS - BOARD MEMBER COMPENSATION AND EXPENSES #164

Board member compensation shall be set each year at the District's Annual meeting. Board members currently receive Thirty (\$30.00) Dollars per Board (regular and special) meeting and Thirty (\$30.00) Dollars per committee meeting.

Board members shall also be reimbursed for actual and necessary expenses when traveling in the performance of their duties.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
APPROVED: 02-13-90
REVISED: 12-13-94

LEGAL REFERENCE:
Wis. Stats.
120.10(3) and (4)

Section I - Board Operations

BOARD MEMBERS – BOARD MEMBER CODE OF ETHICS

#165

The Board of Education is representative of all of the citizens in the School District of Tomahawk and is responsible for serving the best interests of the community, and its students, utilizing all available resources toward that goal. The Oath of Office requires that Board members uphold the laws and Constitution of the United States and the State of Wisconsin.

In addition, each member of the School District of Tomahawk Board of Education will support and operate under board policy, bylaws, and rules including the highest ethical standards. These shall include the following:

1. Recognize that Board of Education members should act in what is, in their opinion, conceived to be the best interests of the students and the entire community.
2. It is recognized that the function of the Board of Education is being legislative and judicial, and not administrative. The responsibilities for overall management and control of the property and affairs, including the development of policies, belong to the School Board while the responsibilities for the day-to-day operation of the school belong to the District Administrator and administrative staff in conformity with such Board policies. Together, the School Board and administration must work to continually identify the needs, goals and priorities of the district.
3. Work with others on the Board to crystallize the educational ideals, values, and goals of the community into concepts of policy and see to it that these are translated into actual practice by the District Administrator and staff.
4. Act on matters after seeking and receiving pertinent information and after full - discussion by the Board of Education and the District Administrator.
5. Board members shall refrain from making disparaging remarks in public about school personnel or other Board members.
6. Recognize that authority to act rests with the entire Board of Education and that business shall be transacted only in official meetings; refrain from making commitments to individuals or organizations in behalf, or representing the opinion of the entire Board of Education.
7. Recognize that the administration of the school system is vested to the administration and no Board member shall interfere with the administration of the school district as an individual or undermine the administrative, teaching, secretarial, or custodial staff by using his/her elective office by reverting to political or coercive means to force ideas on the personnel of the school district.
8. Recognize that actions of a Board remain in effect until modified even though a Board member may not have individually supported a motion; he/she will support the action of the majority. Subordinate personal differences in order that actions of the Board may be effective.
9. Require meetings of the Board of Education be conducted on the basis of a planned agenda prepared by the District Administrator. It shall include such items as deemed necessary by the President and any members of the Board in accordance with Board policies. Agendas shall be made available together with pertinent

information relative to items on it to members of the Board for study prior to the Board meeting.

10. If possible, submit items to be placed on the agenda in ample time so that the District Administrator may assemble information concerning the subject,
11. Keep the District Administrator and fellow members of the Board of Education advised of community reaction to the school programs and to school policies.
12. Listen courteously to questions and complaints and refer these comments to the District Administrator or building principals. After an investigation the District Administrator or building principal will report the findings to the Board member.
13. Refer personal requests and criticisms by employees directly to the District Administrator in accordance with the policies of the Board.
14. Act on the selection, assignment, transfer, promotion, demotion or dismissal of school personnel, both certified and support, only after submission of a recommendation by the District Administrator.
15. Participate in CESA, regional, state and national associations of School Board inservice programs to become familiar with issues to best represent the district. The Board members should be aware of educational issues.
16. Encourage open and frank discussions of all Board members with the District Administrator in closed sessions of the Board, as per Wisconsin Stats., and that all information discussed in those sessions be kept confidential.
17. Board members shall not solicit or receive anything of value that such members official votes, official actions or judgments would be influenced thereby.
18. Board members shall not use or attempt to use their positions to influence or gain unlawful benefits, advantages or privileges for themselves or others.
19. Encourage adequate information for the community concerning the school program.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
ADOPTED: 02-13-90

LEGAL REFERENCE:
Wis. Stats.
946.12
946.13
19.85

BOARD MEMBERS - BOARD MEMBER USE OF ELECTRONIC MAIL

#166

Electronic mail (E-mail) and other computer transmissions by and between members of the Tomahawk School District Board of Education under some circumstances may be considered a meeting under the Wisconsin Open Meeting Law. Therefore, subject to applicable Board policies, email will be used by the Board only for the purpose of communicating the following:

1. Messages between Board members or between Board members and employees that do not involve interactive exchange of opinions constituting discussion, deliberation, or decision-making on subjects falling within the authority vested in the Board.
2. Possible meeting agenda items between the District Administrator and the Board President or between a Board member and the District Administrator or Board President.
3. Times, dates, and places of regular or special Board meetings and committee meetings.
4. A Board meeting agenda or public record information concerning items on the agenda.
5. Requests for public record information pertaining to District operations.
6. Responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that can only be discussed in an open meeting of the Board, as part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any message(s) sent or received via e-mail. Messages that have been deleted may still be accessible on the hard drive or other devices. All messages, deleted or otherwise, may be subject to disclosure under the Wisconsin Public Records Law, unless an exemption would apply.

FIRST READING: 04/13/2004
SECOND READING: 05/11/2004
APPROVED: 05/11/2004
REVISED:

LEGAL REFERENCE:
Wis. Stats.
19.81 – 19.98
19.83(1)

Section I - Board Operations

BOARD MEETINGS – GENERAL

#171

It is the desire of the Board that meetings shall be formal enough for orderly procedure but informal enough to be natural and to encourage free discussion and to promote group thinking and action.

The Board desires to be cognizant of the problems, requests, complaints, and the suggestions of members of the community but it is necessary that the Board not allow the perusal of such material to interfere with the diligent attention to the affairs of the district.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
APPROVED: 02-13-90

LEGAL REFERENCE:
Wis. Stats
19.84

BOARD MEETINGS - REGULAR BOARD MEETINGS

#172

The School District of Tomahawk Board of Education shall hold a regular meeting on the second Tuesday of each month at 7:00 PM. The location of each meeting shall be at the High School Library or other location as directed by the Board President. The Board in regular or special session may change both the time and place of Regular School Board meetings.

Public notice of all regular School Board meetings will be given in accordance with applicable state statutes. Public notice will include the time, date, place and subject matter of each regular meeting. Subject matter notification will include subject matter intended for any contemplated closed session.

The Board President shall, act as the chairperson of all regular School Board meetings. In the absence of the President, the Vice-President shall act as the chairperson. In the absence of both the President and the Vice-President, the Board Clerk shall act as the chairperson. In the absence of all other Board officers, the Treasurer shall act as the chairperson. In the unlikely event that all Board officers are absent, a President-pro-Tempore shall be elected by a majority of those members present at the meeting.

All regular school board meetings will include provisions for one (1) period of public comment, at the beginning of each Board meeting during which the Board may receive information from members of the public. The conduct of this period of public comment will be as described in School Board policy on Public Participation At Board Meetings. Unless otherwise specified, Regular School Board meetings are not public meetings but meetings held in public.

No secret ballot will be utilized to determine any election or other decision of the School Board with the exception of the election of officers of the Board. Votes on motions related to financial matters and resolutions shall be by roll call vote. All other votes may be by voice or roll call vote, unless any Board member specifically requests a roll call vote.

Before the Board may convene in closed session, a motion must be duly made and carried by the majority vote in such manner that the vote of each member is ascertained and recorded in the minutes.

FIRST READING: 12/09/2003
SECOND READING: 01/11/04
APPROVED: 01/11/04
REVISED: 12/9/03
REVISED: 12/9/08

LEGAL REFERENCE:
Wis. Stats.
120.11(1)&(2)
19.84
120.15(5)
120.44(2)
19.88

Section I - Board Operations

BOARD MEETINGS - NOTIFICATION OF BOARD MEETINGS

#172.1

Notice will be given of all meetings of the Board of Education on committees thereof as follows: Notice setting forth the time, place and subject matter of School Board meetings will be given to the Tomahawk Leader the official designated newspaper for the School District of Tomahawk, and the radio WJJQ, AM, FM Tomahawk, and/or to any member of the news media who has filed a written request for such notice.

Whenever possible, notice to the public of all meetings of the School Board will be given by the Tomahawk Leader and radio station WJJQ. However, where a meeting is scheduled so that there is not sufficient time to provide the above notice to the Tomahawk Leader, public notice will be given by notifying radio station WJJQ only. In no circumstance shall a session of the Board be held unless the public has been notified by the news media at least two hours prior to commencement of the meeting.

The School Board President has designated the District Administrator to give the required public notice of meetings of the Board.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
APPROVED: 02-13-90

LEGAL REFERENCE:
Wis. Stats.
19.84

Section I - Board Operations

BOARD MEETINGS - AGENDA PREPARATION AND DISSEMINATION #172.2

The District Administrator shall prepare all agendas for the meetings of the Board. In doing so, the Administrator shall consult, as appropriate, with the Board President and with members of the Administrative Staff.

Items of business may be suggested by any Board member, staff member or citizen of the district and must be received by the District Administrator one week prior to the meeting date. The inclusion of the items shall be at the discretion of the District Administrator based upon time restrictions.

The agenda, together with supporting materials, shall be distributed to Board members at least twenty-four (24) hours prior to each meeting of the Board, so as to permit members to give items of business careful consideration.

No item of business shall receive formal action by the Board unless it is included on the agenda.

FIRST READING: 01-09-90

SECOND READING: 02-13-90

APPROVED: 02-13-90 .

LEGAL REFERENCE:

Wis. Stats.

19.84

BOARD MEETINGS - SPECIAL BOARD MEETINGS

#173

GENERAL: The School District of Tomahawk Board of Education may hold special meetings as deemed appropriate and when in accordance with state statutes. Such meetings may be held upon the written request of any Board member. The request shall be filed with the School Board Clerk or, in the Clerk's absence, the School Board President. A special Board meeting may also be called by the Board President or through a request signed by a majority of the Board members and filed with the Board Clerk.

NOTIFICATION: All School Board members must be notified in writing of each special board meeting. Notification will include the date, time, place, and subject of the meeting. Such notification must be made at least 24 hours before the special meeting. Notice shall be delivered to each School Board member personally or shall be left at the usual place of abode of the School Board member or shall be mailed by first class mail to the usual place of abode of each School Board member so as to arrive at least 24 hours before the special board meeting. A special school board meeting may be held without prior notice, if all school Board members are present and consent, or if every School Board member consents in writing even though he/she does not attend. The District Administrator shall act as the Board's agent in carrying out the notification process.

PUBLIC NOTICE: Public notice of all special School Board meetings will be given in accordance with applicable state statutes. Public notice will include the time, date, place and subject matter of each special meeting. Subject matter notification will include subject matter intended for any contemplated closed session.

CONDUCT OF MEETINGS: Rules regarding the conduct of special meetings shall be the same as those used during regular Board meetings. No business shall be transacted at a special Board meeting other than that specified in the notification thereof.

FIRST READING: 12/09/2003

SECOND READING:

APPROVED:

REVISED:

LEGAL REFERENCE:

Wis. Stats.

120.11(1)&(2)

19.84

120.15(5)

120.44(2)

19.88

Section I – Board Operations

BOARD MEETINGS – CLOSED SESSIONS

#174

In recognition of the representative nature of the Tomahawk School Board and its dependence on an informed electorate, it is the policy of the School District of Tomahawk that the public is entitled to the fullest and most complete information regarding the affairs of the Board as is compatible with the conduct of Board business. To that end, all Board and committee meetings will be held publicly and shall be open to all citizens unless otherwise expressly provided in this policy and in state law.

Any Board or committee meeting may, upon motion duly made and carried, be convened in closed session but only under one or more of the circumstances listed in this policy. Such motion must be carried by a majority roll-call vote. No such motion may be adopted unless the presiding officer announces to those present at the meeting the nature of the business to be discussed in closed session and the specific circumstance(s) by which a closed session is claimed to be authorized. No business may be taken up in closed session except that which relates to the matter(s) contained in the presiding officer's announcement of closed session. Closed session may be held for any of the following purposes:

1. Deliberations concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before the Board.
2. Considering the dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or and the taking of formal action on any such matter.
3. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the Board has jurisdiction.
4. Deliberating or negotiating the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
5. Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
6. Conferring with legal counsel for the Board who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which the Board is or is likely to become involved.
7. Formulation of a collective bargaining strategy for the Board.
8. Consideration of requests for confidential written advice from the ethics board.

The Board shall, upon the completion of required deliberations in closed session, reconvene into open session to vote on specific actions unless voting is specifically authorized in closed session by state law. All closed session meetings shall be subject to the same requirements for public notification as other Board and committee meetings. Closed session will not be used to conduct ratification or deliberations leading to the ratification or approval of a collective bargaining agreement which has been negotiated by the Board or on its behalf.

FIRST READING: 09/13/05
SECOND READING: 10/11/05
APPROVED: 10/11/05
REVISED:

LEGAL REFERENCE:
Wis. Stats.
19.81
19.83
19.84
19.85

Section I - Board Operations

BOARD OPERATING PROCEDURES - RULES OF ORDER

#181

Except as otherwise provided, all meetings of the Board shall be conducted in accordance with Robert's Rules of Order. Revised

FIRST READING: 01-09-90

SECOND READING: 02-13-90

APPROVED: 02-13-90

Section I - Board Operations

BOARD OPERATING PROCEDURES - QUORUM

#182

Official business of the Board shall be transacted at legally called meetings. A quorum for the transaction of official business shall be a majority of the Board (five members). 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.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
APPROVED: 02-13-90

LEGAL REFERENCE:
Wis. Stats.
12011(1)

BOARD OPERATING PROCEDURES – VOTING METHODS

#183

Voting shall only take place at duly constituted Board and committee meetings. Any member of the Board may require that a vote be taken in such a manner that the vote of each member is ascertained and recorded, except in the case of election of Board officers. This manner of voting is commonly referred to as a “roll call vote”. There are certain instances in which a roll call vote will always be utilized such as:

1. Voting on a motion to convene in closed session and, once in closed session, voting on a motion to return to open session.
2. Voting to approve the District budget.
3. Voting on all resolutions.
4. Voting on any issue that directly involves the expenditure of funds.

In instances where no statute requires voting in a form that the vote of each member be ascertained and recorded, and where no member requires the vote to be taken in that manner, action will be by voice vote in the form of “aye” or “nay” and the result of the vote shall be recorded. No secret ballot will be utilized to determine any election or other decision of the Board except the election of the Board’s officers. Board members must be present at a meeting in order to exercise voting privileges, and there will be no voting by “proxy” or by written or oral communication to the Board. The Board president shall have a vote just as any other Board member.

No Board member may vote on any question involving his/her direct financial interest, and in such a case a Board member should disqualify himself/herself. Board members so disqualifying themselves should not take part in Board proceedings on the issue in question and will not be counted as a part of the quorum required. In other cases where a Board member believes it to be appropriate, the Board member may abstain from voting but still be counted as a part of a quorum.

Unless otherwise provided for by law or Board policy, when a vote is taken upon any measure before the Board, a majority of the votes of the members voting on the measure shall determine the outcome.

FIRST READING: 09/13/05
SECOND READING: 10/11/05
APPROVED: 10/11/05
REVISED:

LEGAL REFERENCE:
Wis. Stats.
19.85
19.88
946.13 (1) (b)

Section I - Board Operations

BOARD OPERATING PROCEDURES - BOARD MINUTES

#184

Minutes of the meetings of the Board shall be the responsibility of the Clerk of the Board, The minutes shall constitute the official record of the proceedings of the Board and should include:

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

Copies of the minutes shall be made available to all Board members prior to the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and be filed in the Central office. Minutes shall be made available for inspection by interested citizens in accordance with established procedures.

The minutes of regular and special Board meetings shall be submitted for publication in the Tomahawk Leader within forty—five (45) days after the meeting in accordance with state law.

FIRST READING: 01-09-90
SECOND READING: 02-13-90
APPROVED: 02-13-90

LEGAL REFERENCE:
Wis. Stats.
19.21
19. 88
120. 11(4)

Section I - Board Operations

BOARD OPERATING PROCEDURES - BOARD COMMITTEES

#185

The Board of Education functions at the regular and special meetings of the Board as a committee of the whole. There shall be appointed by the President of the Board, standing committees, which will have advisory responsibilities to the rest of the Board.

Committees of the School Board shall be the following:

- CURRICULUM & ASSESSMENTS COMMITTEE
- FINANCE COMMITTEE
- EXECUTIVE COMMITTEE
- PERSONNEL COMMITTEE
- OPERATIONS COMMITTEE

Each committee shall be composed of at least three (3) but no more than four (4) Board members serving one-year terms and appointed by the President. The President will make these appointments each year immediately following the installation of new board members. The President shall consider the experience and preferences of each board member prior to deciding the composition of each committee. The Executive Committee shall be composed of the elected Board officers.

The President shall also appoint a Chairperson for each committee and shall act as Ex-officio member of all committees. The President shall chair the Executive Committee.

These committees will meet from time to time to consider matters within their area of interest or such matters as are referred to them by the Board, in more specific detail and understanding than can normally be achieved during regular meetings of the full Board. The committees have advisory responsibility and no other authority other than making recommendations to the Board at regular or special Board meetings.

FIRST READING: 04/08/2003
SECOND READING: 05/13/2003
APPROVED: 05/13/2003
REVISED: 06/08/2004
REVISED: 08/09/2005

LEGAL REFERENCE:
Wis. Stats. 120

Section I - Board Operations

BOARD OPERATING PROCEDURES - PUBLIC PARTICIPATION AT BOARD MEETINGS

#187

The Board of Education desires citizens of the district to attend school board meetings in order to become better acquainted with the operation and programs of the schools and to express their desires. All meetings of the Board shall be open to the press and the public except when convened in closed session to discuss such matters as are properly considered in closed session. It is the intent of the Board to allow all citizens of the District who wish it, a fair and adequate hearing; to allow the District Administrator and Board President to take direct action or to recommend action to the Board; and to see that the time devoted to public comment does not interfere with the business of the Board. Unless otherwise arranged, the time devoted to public comment at both regular and special Board meetings should not exceed a reasonable time period as determined by the Board President. Members of the public will not be recognized by the President once the School Board begins to conduct its official business, except when the School Board schedules, in advance, in interim public discussion period on a particular agenda item or when public participation is requested by the Board President or presiding officer.

1. **PROCEDURES TO ADDRESS THE SCHOOL BOARD:** When a citizen of the District wishes to speak to the School Board under the agenda item "Public Comment" at a regular or special meeting he/she need only request recognition to be heard at the time set aside in the agenda for this purpose. A citizen of the District may request to be placed on the agenda under a specific agenda topic by contacting the District Administrator or Board President no later than 7 days prior to the start of the meeting. Citizens so doing must describe to the Administrator/President at that time, in general terms, the content of his/her presentation. The District Administrator and Board President will make a determination prior to the meeting as to whether or not the citizen will be placed on the agenda.
2. **CITIZEN IDENTIFICATION:** Any individual desiring to speak under 1. above shall give his/her name, address and the group, if any, that is represented.
3. **INPUT TIME LIMIT:** All presentations shall be as brief as possible. Unless an extension of time is granted in advance by the Board President, each speaker shall be limited to five minutes.
4. **CHARGES, COMPLAINTS OR CHALLENGES:** At any meeting of the School Board no person shall orally initiate charges or complaints against individual employees of the District or challenge instructional materials used in the District. All such charges, complaints and challenges shall be presented to the District Administrator or School Board in writing, signed by the complainant. Any such charges, if presented to the School Board directly, shall be referred to the District Administrator for investigation and report.
5. **CONDUCT AND REMARKS OUT OF ORDER:** Interference with the orderly conduct of School Board business will not be allowed. Defamatory or abusive remarks are

out of order. The Presiding Officer may terminate the speaker's privilege of address if, after being called to order, he/she persists in improper conduct or remarks.

6. **BOARD QUESTIONS:** Members of the School Board and the District Administrator may ask questions of a speaker in order to clarify information offered to the Board.
7. **PRESIDENTIAL AUTHORITY:** The School Board vests in its President or presiding officer the authority to terminate the remarks of any individual when they do not adhere to the rules established elsewhere in this or other School Board policies.
8. **BOARD AUTHORITY:** Persons appearing before the School Board are reminded, as a point of information, that members of the School Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual School Board members, but answers must be deferred pending consideration by the full Board.
9. **AGENDA AND NOTIFICATION:** The School Board cannot gather information or discuss issues under general subject matter headings, and no action can be taken on any item that has not appeared on a properly posted Board meeting agenda.

FIRST READING: 12/09/2003
SECOND READING: 01/13/2004
APPROVED: 01/13/2004
REVISED:

LEGAL REFERENCE:
Wis. Stats.
19.84
19.83(2)