

SERIES 100: BOARD OF EDUCATION

- 110 Educational Philosophy
 - 112 Strategic Planning Policy
 - 113 Nondiscrimination
 - 113-Rule, Discrimination Complaint Procedures

- 120 School District Legal Status

- 130 School Board Legal Status
 - 131 School Board Elections
 - 131.1 Board Member Qualifications
 - 132 Board Member Resignations
 - 133 Filling Board Vacancies

- *140 Officers, Auxiliary Personnel of the District
 - 141 Board Officers
 - 142 School Attorney
 - 143 Consultants to the Board

- 150 School Board Powers and Duties
 - 151 Board Policy Development/Review
 - 151.1 Policy Dissemination
 - 151.2 Administration in Policy Absence
 - 151.3 Board Review of Administrative Rules
 - 152 Evaluation of School Board Operations

- *160 Board Members
 - 161 Board Member Authority
 - 162 New Board Member Orientation
 - 162-Rule, New Board Member Orientation
 - 163 Board Member Development Opportunities
 - 164 Board Member Compensation and Expenses
 - 165 Board Member Code of Ethics
 - 166 Board Member Insurance

- *170 Board Meetings
 - 171 Regular Board Meetings (Deleted 5/20/09)
 - 171.1 Public Notification of Board Meetings
 - 171.2 Agenda Preparation and Dissemination
 - 171.21 Agenda Format
 - 171.22 Consent Agenda
 - 172 Special Board Meetings
 - 173 Closed Sessions
 - 174 Annual Meeting

*180 Operating Procedures

181 Rules of Order

181-Exhibit, Simplified Chart of Parliamentary Motions

182 Quorum

183 Voting Method

184 Minutes

185 Standing Committees of the School Board

185-Exhibit, Public Notice of Meeting

185-Rule, Board Committee Procedures

186 Ad Hoc Committees

186.1, Board Compensation Citizens Advisory Committee

187 Public and Staff Participation at Board Meetings

187-Rule, Guidelines for Public Participation at Board Meetings

188 Telephone Participation in Board/Committee Meetings

188.1 Audio and Video Recording of School Board Meetings

Recognitions for Accomplishment

*Identifies general policy category: is not represented by policy

EDUCATIONAL PHILOSOPHY

The people of the River Ridge School District through their elected Board have the responsibility of providing the best possible education to fit the needs, interests, and abilities of all of the young people in the district, as well as to provide for the educational needs of adults living in the district.

The school district educational philosophy is to prepare young people for American society by increasing their knowledge and skills. The purposes of the education provided must include preparation for employment, worthy use of leisure time, dependability, good family life, good health, responsible behavior and an understanding of the democratic system. Young people in the River Ridge School District should have an opportunity to develop to their full potential.

The objectives of the district's educational philosophy will be achieved by the organization of the curricula to provide for all of the needs of all of the children in the district.

APPROVED: July 1, 1995

STRATEGIC PLANNING

The School Board recognizes the value of strategic planning to continuous school improvement and district accountability. Strategic planning helps set the direction for the district (vision and mission) and focus the District's attention and resources on identified and prioritized strategic (long-term) goals.

The strategic planning process shall involve representation from the various District stakeholder groups – school board members, administrators, subject area and grade level teachers, school support staff, students, parents and guardians of elementary, middle and high school students, and other interested citizens.

It shall be the responsibility of the District Administrator to select strategic planning team members, to inform them of their role in the strategic planning process and of related operating procedures, and to ensure that the strategic planning process is carried out. An outside facilitator may be utilized at strategic planning meetings so as to allow all the team members, including the District Administrator, to actively participate in the planning discussions.

The strategic planning process is cyclical and must be driven by District-wide data.

The Board is the final authority for adopting the District's vision, mission and priority goals and objectives as set forth in the strategic plan. It shall be the responsibility of the Board to approve budget needs based on District priority goals and action plans, provide the necessary support to school district staff in carrying them out, and monitor progress on a regular basis.

1. Annually, the Board will review and approve the proposed strategic goals and the plans for their accomplishment.
2. Bi-annually, the Board will monitor progress and review the strategic plan and its execution. The plan may be adjusted as necessary.
3. Progress toward meeting the goals and objectives outlined in the District's strategic plan shall be reported to citizens of the District on bi-annual basis via a publicized report that is made available on the District's website and/or through such other communication mechanism(s) as the Board may approve.

Legal References:

Wisconsin Statutes

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

Section 118.001 [statutory construction of board powers and duties]

Cross References:

Adoption Date: March 17, 2016

NONDISCRIMINATION

The River Ridge School District Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements of the U.S. Department of Education. It is the policy of the River Ridge School District Board of Education that no person on the basis of citizenship, race, color, creed, political affiliation, religion or religious affiliation, national origin or ancestry, age, sex or sexual orientation, marital or parental status, pregnancy, physical, mental, emotional, or learning disability, arrest or conviction record, use or non-use of lawful products off the employer's premises during non-working hours, membership in the National Guard, State defense force or any other United States or Wisconsin reserve component of the military forces or any other reason prohibited by state or federal law shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any educational program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Complaints are to be addressed to the District Administrator, River Ridge School District, 11165

County Highway P, Patch Grove, WI 53817. This policy will prevail in all matters concerning staff, students, the public, educational programs and services and individuals with whom the Board does business.

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

Complaints regarding the implementation of this policy shall be processed in accordance with established procedures.

LEGAL REF.: Sections 111.31 111.39 Wisconsin Statutes
118.13
118.195
118.20
Title VI, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973

CROSS REF.: 112-Rule, Complaint Procedures
411, Equal Educational Opportunities
511, Equal Employment Opportunities

APPROVED: July 1, 1995
AMMENDED: January 10, 2001

113-Rule

COMPLAINT PROCEDURES (Discrimination)

1. Any person who has a complaint regarding the district's nondiscrimination policy may file a written complaint with the district administrator or, in the district administrator's absence, his/her designee. Complaint forms shall be available from the district administrator. Within seven calendar days after receiving the written complaint, the district administrator shall arrange a meeting with the complainant to discuss the complaint. Subsequent meetings may be scheduled as agreed to by both parties. The district administrator shall give a written decision to the complainant by certified mail, return receipt requested, within fifteen calendar days after the final meeting regarding the complaint.

2. If the complaint is not resolved in STEP 1, the complainant may file a written complaint with the Board Clerk. The written complaint shall be filed within fifteen days after receipt of the district administrators decision and be by certified mail, return receipt requested. The Board shall

consider the complaint at the earliest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall, within fifteen calendar days after the meeting, advise the complainant, in writing by certified mail, return receipt requested, of the action taken with regard to the complaint.

3. Appeals beyond the Board may be made to appropriate agencies (e.g. State Superintendent of Public Instruction, Equal Employment Opportunities Commission) and/or the courts having proper jurisdiction.

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

APPROVED: July 1, 1995
AMMENDED: November 13, 2002

SCHOOL DISTRICT LEGAL STATUS

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

The official name of this school district is the "River Ridge School District". It is classified as a common school district and includes all of the Town of Bloomington, Millville, Patch Grove, and Wyalusing, and villages of Bagley, Bloomington, Mt. Hope, and Patch Grove, and parts of the Towns of Beetown, Glen Haven, Little Grant, Mt. Hope, and Woodman, all in Grant County.

The district will be under the management and control of an elected school board which will act as an agent of the state and govern the public schools in accordance with state law.

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

Section 115.01(5) Wisconsin Statutes

APPROVED: November 30, 1988

130

SCHOOL BOARD LEGAL STATUS

The Board is organized and operates under state statutes, the Wisconsin Constitution, and under its own adopted policies.

Number of Board Members

The Board shall consist of seven members elected at large.

Terms of Office

Board members shall serve for a term of three years and/or until their successors are elected and seated.

LEGAL REF.: Sections 120.01(2) Wisconsin Statutes

120.06(2) & (3)

Wisconsin Constitution, Article X-Section 3

CROSS REF.: 131, Board Elections

150, School Board Powers and Duties

APPROVED: July 1, 1995

131

SCHOOL BOARD ELECTIONS

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

Board members shall be elected at large. Two members of the seven member Board shall be elected each year, with the exception of every third year when three members will be elected.

An elected Board member's term of office shall commence on the fourth Monday in April. Before taking office, a Board member must take and sign an oath of office administered by the Board Clerk or any other individual who may lawfully administer the oath.

LEGAL REF.: Sections 120.03 Wisconsin Statutes

120.06

APPROVED: July 1, 1995

REVISED: July 1, 1995

BOARD MEMBER QUALIFICATIONS

Any citizen of the United States eighteen years of age or older and who is a resident of the school district for at least ten days preceding the election shall meet the minimum qualifications for election to the Board of Education.

LEGAL REF.: Sections 6.02 Wisconsin Statutes 120.06(2)

CROSS REF.: 131, Board Elections

APPROVED: July 1, 1995

BOARD MEMBER RESIGNATIONS

School board member resignations should be made in writing to the Board Clerk. A resignation will become effective as indicated in the written resignation or upon delivery of the resignation to the Board Clerk.

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

LEGAL REF.: Sections 17.01 Wisconsin Statutes
17.03(4m)
120.05(1) (d)

CROSS REF.: 133, Filling Board Vacancies

APPROVED: July 1, 1995

FILLING BOARD VACANCIES

Vacancies on the School Board shall be filled in accordance with state law and in substantial compliance with the procedural guidelines outlined in this policy.

A qualified elector who is selected to fill a Board vacancy shall not take office unless and until he/she has taken and filed the oath of office. The oath shall be filed on or before any date or deadline that the Board establishes for the appointee to take office. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law.

APPOINTMENT GUIDELINES

During the 60 days immediately following the date on which a vacancy first exists, the Board may fill the vacancy only by an appointment made by a vote of the remaining members of the Board. Any such attempt to fill the vacancy shall be consistent with the following guidelines:

1. The District Administrator, or his/her designee, shall give notice of the vacancy to the public. The notice shall include a deadline for applying to fill the vacancy. The deadline shall be at least 14 days after the date that the notice is first placed on the District website or otherwise first posted or published.
2. Any qualified elector of the District who is interested in filling the vacancy may submit a letter of application (addressing qualifications and interest) to the office of the District Administrator. Applications received by the specified deadline are assured consideration. If one or no applications are received by the deadline, the Board President may direct the District Administrator to re-issue the solicitation of interest with the deadline for assured consideration extended by up to an additional 14 days. The Board President shall ensure that all Board members are informed of any such extension.
3. On or before the date of the Board meeting at which the Board considers the potential appointees, each potential appointee shall also submit a sworn declaration of eligibility to hold the vacant board seat.
4. The Board shall consider all of the identified potential appointees at a properly noticed meeting of the Board. Each potential appointee shall be given an opportunity to make a statement in support of their possible appointment to serve on the Board. The Board may ask questions of one or more of the potential appointees.
5. Unless a majority of the Board approves the use of a roll call or voice vote, the possible selection of an appointee to fill the vacancy will proceed with the use of signed, written ballots. A standard majority of votes cast shall be required to make an appointment, with any vote for "none of the above" counting as a vote cast.

If a vacancy has not been filled by an appointment made within 60 days of the date on which the vacancy first exists, the Board will attempt to fill the vacancy using the following procedure:

1. If a duly-elected successor (i.e., elected at a Spring Election) will be taking office in the seat that is currently vacant within the next 60-day period that follows the initial 60-day period of the vacancy, no other appointee shall serve in the vacant seat in the interim.
2. If the vacancy is not filled by the duly-elected successor in office pursuant to the previous paragraph, then at a regular Board meeting held no later than 45 days after the end of the initial 60-day period of the vacancy, the Board shall attempt to appoint a qualified elector to

fill the vacancy by a majority vote. If after 5 rounds of voting the Board still has been unable to fill the vacancy, then the chairperson of the meeting shall declare a deadlock and immediately call for nominations in order to break the deadlock by the random selection of a nominee.

3. A nominee must be a qualified elector who has submitted a sworn declaration of eligibility to fill the vacancy in question and who has not withdrawn from consideration. Each Board member who is present at the meeting may nominate, or support the nomination of, only one nominee.
4. Each nominee, if any, whose nomination is supported by at least 2 Board members (inclusive of the Board member who initially made the nomination) will be included in the random selection process. Any nominee selected as a result of the random process is thereby selected to fill the vacancy.
5. If, for any reason (including the lack of any identified potential appointee), the vacancy is still unfilled 105 days following the date on which the vacancy first existed, then the procedures listed above shall be repeated at regular Board meetings held at approximately monthly intervals until either the vacancy is filled or there are fewer than 60 days before a duly-elected successor will take office in the vacant seat.

For purposes of this policy, a regular Board meeting is any Board meeting that is convened pursuant to lawful authority (e.g., a meeting scheduled by a specific vote of the Board, the regular monthly meeting(s) established by a Board decision or under a Board policy, etc.) other than a meeting that has been scheduled and convened upon the call or request of an individual board member.

Legal References:

Wisconsin Statutes

Section 11.0202(1)	[individuals holding a local office shall file a campaign registration statement]
Section 17.01(13)	[board member resignations; how made]
Section 17.03	[cause of vacancies]
Section 17.035	[military leave vacancies]
Section 17.17(5)	[clerk to provide notice of vacancies to school board]
Section 17.26	[filling school board vacancies]
Section 19.01	[oath of office]
Section 59.23(2)(s)	[reporting board member information to county clerks]
Section 120.05(1)(d)	[board member residency]
Section 120.06(10)	[clerk to provide notice of appointment; timely oath required]
Section 120.12(28)	[school board required to adopt a policy on filling vacancies not filled within 60 days of the date on which the vacancy first exists]
Section 120.17(1)	[clerk to provide municipalities with names and addresses of new board members]

Adoption Date: March 17, 2016

BOARD OFFICERS

The Board officers shall consist of a President, Vice-President, Clerk and Treasurer. Officers shall be elected annually to serve one-year terms, at the organizational meeting of the Board held the first meeting following the fourth Monday in April.

Any Board officer may be removed from office for cause by a vote of two-thirds of the members under such form or procedure as the majority of the Board may direct for the specific occasion.

Duties of President - the President shall:

1. Preside at all meetings of the Board.
2. Decide all questions of parliamentary order, subject to an appeal by any Board member.
3. Appoint all Board committees, unless otherwise provided.
4. Sign all documents on behalf of the Board and countersign all warrants drawn upon the treasurer, except as otherwise provided.
5. Have the right, as other members of the Board, to offer resolutions, to discuss questions and to vote thereon.
6. Defend on behalf of the district all actions brought against it; prosecute, when authorized by the annual meeting or the Board, actions brought by the district.
7. See that minutes of the meeting are properly recorded, approved and signed.
8. Report to the Board on any information or communications received from the Wisconsin Association of School Boards.
9. Perform all other duties as prescribed by law or by the Board.

Duties of Vice President - the Vice-President shall:

1. Perform the duties assigned to the President in the event of the latter's absence or inability to act.
2. Serve as the Board's legislative liaison. As legislative liaison the vice-president shall, on a regular basis:
 - a. draft correspondence to state legislators expressing the Board's point of view regarding issues that impact on the district;
 - b. present such correspondence at a regular Board meeting to obtain the signatures of Board members prior to mailing.

Duties of Treasurer - the Treasurer shall:

1. Receive and deposit promptly in the officially designated district depository all monies paid to the school district.
2. Keep a record of the receipt of said monies, and shall present an account of said monies at the annual meeting.
3. Sign checks in payment of lawfully incurred and properly approved expenditures.
4. Perform all other duties as prescribed by law or by the Board.

Duties of Clerk - the Clerk shall:

1. Keep accurate minutes of all Board meetings and enter the minutes into the official record book of the district.
2. Have the care and custody of the record books and documents of the Board.
3. Cause written notice to be given to each member of the Board for all Board meetings.
4. Sign documents as required by state, professional and other agencies.
5. Furnish each teacher with a copy of the contract between him/her and the Board.
6. Countersign all warrants drawn upon the treasurer, except as otherwise provided.
7. Perform all other duties as prescribed by law and by the Board.

LEGAL REF.: Sections 120.05 Wisconsin Statutes

120.15

120.16

120.17

APPROVED: July 1, 1995

142

SCHOOL ATTORNEY

The Board recognizes that the increasing complexity of school district operations frequently requires procurement of professional legal services. Consequently, it shall retain an attorney or law firm for purposes of systematically securing such services.

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

Any Board member may request legal advice or assistance from the school district's attorney, provided, however, that if legal advice or assistance is requested on a matter which is likely to be brought before the Board as a whole, the Board member shall so advise the attorney and direct the attorney to provide the Board member with a written response. The written response shall be provided to all Board members prior to discussion or action on the matter which is the subject of the attorney's response or opinion.

Many types of instances of legal assistance to the district may be considered routine and not necessitating specific Board approval or prior note. However, when the administration or the school district's attorney conclude that unusual types or amounts of professional legal service may be required, the Board directs the administration or its attorney to so advise it and to expeditiously seek either initial or continuing authorization for such service.

LEGAL REF.: Sections 120.10(14) Wisconsin Statutes

120.13(9m)

120.15(2) (4)

APPROVED: July 1, 1995

CONSULTANTS TO THE BOARD

In order to pursue its educational mission and also to protect the public's financial investment in the schools, the Board may from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which present staff are unable to provide.

The kinds of assistance sought from consultants may include, but will not be limited to: (1) conducting fact-finding studies, surveys and research; (2) providing counsel or services requiring special expertise; and (3) assisting the board in developing policy and program recommendations.

The district administrator should establish an efficient working relationship between the consultant and the Board and/or staff members.

The River Ridge School District will not pay the fees or charges of any professional consultant who has not been retained by the school district.

APPROVED: July 1, 1995

SCHOOL BOARD POWERS AND DUTIES

The Board has two major functions: policy-making and evaluation. Policy-making determines what shall be done and establishes guidelines for the accomplishment, delegates authority for the implementation, and provides the financial means for the achievement of such objectives.

Evaluation is a study of facts and conditions to determine such items as:

- a. Efficiency and operation of the school system; and
- b. Effectiveness of the educational program and activities in relation to the school district's educational philosophy and goals.

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 law and shall further perform the specific duties imposed upon the Board by the statutes.

LEGAL REF.: Sections 120.12 Wisconsin Statutes
120.13

APPROVED: July 1, 1995

BOARD POLICY DEVELOPMENT AND REVIEW

The Board will adopt policies to guide the actions of those to whom it delegates authority. In formulating policies, the Board will adopt general principles and statements of intent. These policies will be recorded in writing and organized according to a standard policy classification system.

Policies and/or revisions may be proposed by any member of the Board, by any lay group or organization, or by any citizen. The district administrator, in cooperation with staff and the Board, will recommend policies for adoption and recommend revision of existing policies. Initial consideration of new policies or revision of existing policy shall be done by the policy committee, which is appointed by the Board President on an annual basis.

Recommended policies will not be formally acted on by the Board until the regular meeting following the presentation of such policy to allow time for review and possible change, unless deemed necessary and advisable by the Board.

The Board will reappraise its policies annually in view of the changing needs of the community and schools. The policy committee shall file an annual report with the Board at the regular Board meeting in August.

CROSS REF.: 151.1, Policy Dissemination

151.2, Administration in Policy Absence

233.1, Development of Administrative Rules

APPROVED: July 1, 1995

151.1

ACCESS TO POLICIES

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

1. One to the school office.
2. One to each faculty room.
3. One to each school library.
4. One to the Board President.
5. One to the school attorney.
6. One to the district administrator.
7. One to the principal.
8. Checkout copies available from the district administrator.

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

APPROVED: July 1, 1995

151.2

ADMINISTRATION IN POLICY ABSENCE

In cases where emergency action must be taken and the Board has provided no policy guidelines, the district administrator shall have the authority to act. It shall be the duty of the district administrator to inform the Board President immediately of such action and of the need for policy, to be considered at the Board's next regular meeting.

APPROVED: July 1, 1995

151.3

BOARD REVIEW OF ADMINISTRATIVE RULES

Administrative rules developed by the district administrator to implement Board policies must be in every respect consistent with the policies adopted by the Board.

The Board reserves the right to review these administrative rules and veto any which, in the Board's judgment, are inconsistent with state or federal laws and regulations, or with policies adopted by the Board.

The Board shall adopt administrative regulations when specifically required to do so by law, when requested by the district administrator, and when in the Board's judgment it is beneficial to do so. Any suspension of Board-approved administrative regulations must be approved by the Board.

CROSS REF.: 253.1, Development of Administrative Rules

APPROVED: July 1, 1995

EVALUATION OF SCHOOL BOARD OPERATIONS

The River Ridge School District expects a high level of performance from those elected to govern the district. Therefore, the Board shall annually complete a formal evaluation in December to:

- identify and clarify the Board's purpose;
- assess strengths and weaknesses;
- ensure compliance with ethical standards;
- promote the concept of accountability; and
- avoid abuses of power.

APPROVED: July 1, 1995

BOARD MEMBER AUTHORITY

All Board decisions shall be made and all school business shall be conducted at legally held Board meetings. No member shall have the power to act in the name of the Board outside of a legal Board meeting, except when empowered through Board appointment to carry out a special task.

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

APPROVED: July 1, 1995

NEW BOARD MEMBER ORIENTATION

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

- a. New Board members shall be given materials available relating to Board member powers and duties.
- b. The district administrator shall supply materials pertinent to meetings and explain their use.
- c. New Board members shall be invited to meet with the district administrator and the Board President to discuss Board and administrative responsibilities.

d. A copy of the Board's policy manual shall be provided for each new Board member to study.

e. New Board members shall be encouraged to attend inservice sessions for new Board members conducted by school board organizations.

CROSS REF.: 162-Rule, New Board Member Orientation

LEGAL REF.: Section 120.13(32) Wisconsin Statutes

APPROVED: July 1, 1995

NEW BOARD MEMBER ORIENTATION

Prior to attending his/her first Board meeting as a member of the Board, each new Board member will be provided with a copy of the following items:

District Information

1. Student handbooks
2. Course outline booklet
3. Faculty handbooks
4. Employee directory
5. Current collective bargaining agreement
6. Salary schedule and total costs to district
7. Administrators' contracts
8. Outline of district accounting practices
9. Available policy manual

Boardmanship

1. Beliefs and Policies, Wisconsin Association of School Boards
2. Boardmanship Challenges - Changes
3. Subscription to Wisconsin School News, School Board Journal.
4. Use of district administrator's library for inservice materials

APPROVED: July 1, 1995

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

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

Board members shall report on information gathered at the next regular board meeting.

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

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

CROSS REF.: 164, Board Member Compensation and Expenses
671.2, Expense Reimbursements

APPROVED: July 1, 1995

BOARD MEMBER COMPENSATION AND REIMBURSEMENT OF EXPENSES

Salaries and compensation of Board members shall be set at the annual school district meeting by the electorate. The Board President shall appoint a salary committee to meet prior to the annual meeting and make a recommendation to the meeting.

Board members shall receive an amount for each Board meeting the member actually attends and shall be paid actual and necessary expenses when traveling on school business, in accordance with established guidelines.

LEGAL REF.: Sections 120.10(3) and (4) Wisconsin Statutes
120.13(16) and (32)

CROSS REF.: 671.2, Expense Reimbursement

APPROVED: July 1, 1995

BOARD MEMBER CODE OF ETHICS

As representation of all the citizens of the River Ridge School District, Board members are responsible for serving the best interests of the community and its students. The oath of office requires school board members to uphold the laws and Constitutions of the United States and the State of Wisconsin. In addition, individual school board members should:

- a. Recognize that they may act only when in official Board session, except when serving as an officer. Officers may take actions as necessary to fulfill their required duties.
- b. Attend all meetings and be prepared at those meetings to act on issues before the Board. They should be prepared to contribute to the discussion, while keeping an open mind during the deliberations; respect the right of others to have and express opinions; treat school personnel and the citizenry fairly and ethically; make decisions at Board meetings after all the facts have been presented; and try to assure democratic processes for all groups.
- c. Give the district administrator authority as befits his/her responsibilities, and assure him/her of that authority through written Board policies. Board members should uphold the administrative officers in their appointed duties and consider their recommendations carefully.
- d. Avoid all conflicts of interest -- both financial and non-financial.
- e. Remember that they are serving as local legislators under the direction of state and federal laws. They should communicate with state and federal legislators concerning the problems and needs associated with providing a quality education.
- f. Maintain confidentiality of privileged communication.
- g. Keep informed regarding Board member duties and functions by taking advantage of inservice opportunities.
- h. Be responsive to the public by maintaining open communication lines with citizens in the community, and by informing them on the educational needs of the district as well as the actions of the Board and accomplishments of the district's educational program.
- i. Strive to maintain harmonious working relationships with fellow Board members by accepting majority decisions graciously, stifling personal interests, assisting others to work effectively, and using tact in areas of disagreement.
- j. Keep in mind the Board's role as the district's employer, making sure the district has well-qualified and able employees who will serve in the best interests of the students.

APPROVED: July 1, 1995

BOARD MEMBER INSURANCE

The River Ridge School District shall maintain adequate errors and omissions insurance to protect the Board during the performance of its business.

The River Ridge School District will be responsible for the payment of the deductible portion of such liability coverage.

APPROVED: July 1, 1995

171.1

PUBLIC NOTIFICATION OF BOARD MEETINGS

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

Notice of all regular, special and/or rescheduled Board meetings shall be posted at least 24 hours in advance of the meeting in the following locations: Patch Grove School Building, Bloomington School Building, Bagley Post Office, Mt. Hope Post Office, Patch Grove Post Office, and the Bloomington Post Office.

When, for good cause, 24 hours' notice is impossible or impractical, shorter notice may be given, but not less than two hours' notice may be given in advance of the meeting.

All meeting notices shall give the time, date, place and specific subject matter of the meeting.

LEGAL REF: Sections 19.84 Wisconsin Statutes
120.11

Approved: July 1, 1995
Amended: July 18, 2007, November 11, 2015

171.2

AGENDA PREPARATION AND DISSEMINATION

The district administrator, in consultation with the Board President, shall prepare all agendas for meetings of the Board.

Items of business may be suggested by any Board member, staff member, or citizen of the district. The inclusion of these items shall be at the discretion of the Board President and district

administrator based upon time restrictions and the interests of the district. Items to be included on the agenda should be submitted to the district administrator well in advance of the meeting.

The Board shall follow the order of business set up by the agenda unless altered by a majority vote of the members present at the meeting. Items of business not on the agenda may be discussed and acted upon if such discussion and actions may be legally undertaken.

The agenda, together with supporting materials, shall be distributed to Board members prior to the meeting of the Board, so as to permit members to give items of business careful consideration. In order to augment the Open Meetings Law notice, the agenda shall be made available to the news media and other persons upon request.

Supplements to the Agenda Notice

In the event that a matter arises that is not included on the already distributed Board meeting agenda, and it is determined that the matter should be included on the agenda, the noticed agenda shall be supplemented with the additional matter.

The district administrator shall give public notice of the supplemented agenda materials at least two hours in advance of the meeting. Notice shall be given in the same manner as the original agenda notice, unless such notice is impracticable.

All media and/or persons who have filed a written request for Board meeting notification shall be contacted by telephone regarding supplemented agenda material.

LEGAL REF.: Section 19.84 Wisconsin Statutes

APPROVED: July 1, 1995
AMENDED November 11, 2015

171.21

AGENDA FORMAT (Order of Business)

The order of business at a regular Board meeting will be as follows:

1. Call to order
 - a. Roll call
 - b. Pledge of Allegiance
 - c. Proof of posting
 - d. Approval of Agenda
2. Appearances - 15 minute citizens' time allotment
3. Approval of prior meeting minutes
4. Committee Reports including Building/Grounds & Finance Committee
 - a. Financial statements, receipts and expenditures
5. Old business (when applicable)

6. New business (when applicable)
7. Administrative Reports
8. Board of Education Member Suggestions and Recommendations for Future Items
9. Closed sessions (when applicable)
10. Reconvene - action, if any, as a result of executive session
11. Any other business that can legally be brought before the Board
12. Adjournment

APPROVED: July 1 1995

AMENDED: November 11, 2015

171.22

CONSENT AGENDA

Such agenda includes all items that do not require specific committee recommendation, discussion or action such as payment of bills, employment of personnel, resignations, and acceptance of bids. Board members will be provided with background information regarding each item appearing on consent agenda. All items under a consent agenda will be acted upon under a single motion. Any item appearing on consent agenda may be removed on request of one Board member prior to the motion and second to approve. All items removed from consent agenda will be considered separately.

APPROVED: 11-11-09

172

SPECIAL BOARD MEETINGS

Special Board meetings shall be called by the Board Clerk, or in his/her absence by the President upon the written request of any member. Members shall be notified at least 24 hours prior to the meeting. Such notice shall be in writing and shall be delivered to each Board member personally or by leaving written notice at the member's usual abode, setting forth the time and place of said meeting.

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

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

LEGAL REF.: Section 120.11(2) Wisconsin Statutes

CLOSED SESSIONS

All meetings of the Board and its committees will be open to the public except those listed below:

- (a) Deliberating after any judicial quasi-judicial trial or hearing.
- (b) Considering dismissal, demotion, licensing or disciplining of any Board employee provided the employee is given notice of any evidentiary hearing which may be held prior to final action being taken and of the meeting at which final action may be taken. The notice will contain a statement that the employee has the right to demand that the evidentiary hearing or meeting be held in open session.
- (c) Considering employment, promotion, compensation, or performance evaluation data of any Board employee.
- (d) Considering specific applications of probation or parole or considering strategy for crime detection or prevention.
- (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.
- (f) Considering financial, medical or personal histories, or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where paragraph (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- (g) Conferring with legal counsel for the Board, or one of its committees, who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved.
- (h) Consideration of requests for confidential written advice from the ethics board under state law, or from any local government ethics board.

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

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

LEGAL REF.: Sections 19.84 Wisconsin Statutes
19.85

CROSS REF.: 171.1, Public Notification of Board Meetings

APPROVED: July 1, 1995

174

ANNUAL MEETING

The annual meeting of the River Ridge School District shall be held at the date, time and location designated by the previous annual meeting. The annual meeting shall not be held before May 15 or after September 30.

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

The Board shall appoint two tellers to be responsible for counting the meeting attendees and tallying votes.

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

APPROVED: July 1, 1995

181

RULES OF ORDER

Robert's Rules of Order Revised shall govern the conduct of all meetings, except as otherwise established by the Board.

The following most used rules will apply in order to simplify the procedures:

1. After a motion has been made and seconded the President shall repeat the motion to ensure clarity.

2. A Board member may withdraw or modify a motion before it is seconded. Once the motion is seconded, unanimous permission must be given by the Board to withdraw or modify the motion.

3. Each member will be given the opportunity to debate the motion. The President shall first call on the maker and then alternate calling on members for and against the motion, if possible. No member may interrupt another's comments. No member may speak twice on the motion until every member has spoken once. A member has the right to speak twice on any motion for up to ten minutes at a time per meeting.

4. Amending the motion provides an opportunity to fine-tune or edit the motion. Amendments must be relevant to the motion and be within the "scope of notice" (fall between what is suggested and what can be considered acceptable). There is no limit to amendments to a motion. The most common ways to amend a motion are by (a) adding or inserting consecutive words, (b) striking consecutive words, or (c) striking and then adding words.

A member can amend to "create a blank" when names, dates or numbers cannot be agreed upon in an amendment. Voting on the blank will proceed starting with the largest sum, greatest number, remotest day, or by group or greatest amount of individuals.

5. A member may move to "close the debate and vote on the main motion." After the motion is seconded, if there is no objection, the President shall call for a vote on the main motion. If there is an objection to closing the debate, a vote will be taken.

6. No member gives up his/her right to make motions or debate when elected President.

7. The President has the responsibility of keeping the members fully apprised of conflicts or consequences of the actions the Board may take. This responsibility is considered information - not debate.

8. The order of roll call voting shall be rotated to avoid having the same person vote first.

9. Officers shall be elected by roll call vote unless a secret ballot is requested.

10. Motions or debate that can interrupt business may be called on as a "point of order" by any member. The member must state the "point of order" and the President will decide whether the point is or is not well taken.

A member may appeal the decision of the President. After debate, the President shall state the appeal to the Board for a vote.

CROSS REF.: 181-Exhibit, Simplified Chart of Parliamentary Motions

APPROVED: July 1, 1995

SIMPLIFIED CHART OF PARLIAMENTARY MOTIONS

MOTION REQUIRED	DEBATABLE	VOTE	AMENDABLE
1. Main motion (resolution)	Yes	Yes	Majority
a. Reconsider (at same meeting)	Yes	Yes	Majority
b. Rescind (at later meeting)	Yes	Yes	Majority
2. Amend or substitute	Yes	Yes	Majority
3. Amend the amendment	Yes	No	Majority
4. Refer to committee	Yes	Yes	Majority
5. Postpone to certain time	Yes	Yes	Majority
6. Close debate	No	No	2/3
7. Recess	No	Yes	Majority
8. Adjourn	No	No	Majority

APPROVED: July 1, 1995

QUORUM

A majority of the Board members constitutes a quorum for the transaction of business. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

LEGAL REF.: Section 120.11(1) Wisconsin Statutes

Approved: July 1, 1995

VOTING METHOD

Voting at Board meetings will normally be by voice vote, unless a roll call vote is required by law or requested. Any Board member may request a roll call vote on any question under discussion.

The Board President shall have a vote just as other Board members.

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

LEGAL REF.: Section 19.88 Wisconsin Statutes

APPROVED: July 1, 1995

BOARD MINUTES

Minutes of meetings of the Board shall be prepared by the Board Clerk, or his/her representative. The minutes shall constitute the official record of proceedings of the Board and should include:

1. A record of all actions taken by the Board, including the vote thereon.
2. A record of all 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 official minutes shall become permanent the Board and be filed in the district office, and made available to interested citizens upon request.

Minutes of all regular and special meetings of the Board shall be published in the River Ridge School Board News and sent to all district residents.

Closed Meeting Minutes

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

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

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

APPROVED: July 1, 1995

STANDING COMMITTEES OF THE SCHOOL BOARD

The School Board believes committees can be useful in the decision-making process. By using a Board committee structure, the Board is able to conduct its business in an efficient and effective manner and study issues facing the District more in depth. The committee structure is designed to assist the Board in the conducting of Board business.

The Board shall have at least the following standing committees, which shall be subunits of the Board, and each committee shall consist of 3 Board members unless otherwise indicated:

Buildings & Grounds – 3 members and one alternate

Policy & Curriculum

Staff & Employee Relations

Standing committees shall perform functions and duties as determined by the Board. Unless the Board gives contrary direction, committees may also take up issues within the general scope of their charge on their own initiative or upon referral by the District Administrator or his/her administrative-level designee. The Board's standing committees shall generally be deliberative and advisory in nature. Therefore, unless acting with authority that has been expressly and unambiguously delegated to the committee by a Board decision, committees shall have no power to take official action in place of the Board or to otherwise commit the Board or District to any specific course of action or expenditure of funds.

In the event of any uncertainty surrounding a committee's scope of responsibility, and to avoid unnecessary duplication of effort, the Board retains discretion to make final determinations as to the most appropriate committee, if any, to address specific issues.

The quorum of each standing committee shall be defined as a majority of the full membership of the committee. The members of each standing committee shall be appointed annually by the Board President from Board Member volunteers. The appointments shall normally occur within 30 days of the annual election of Board officers. The Board members appointed to the various committees shall serve until the next annual appointments are made, assuming no vacancies occur and assuming no intervening action by the Board to modify committee structures or committee membership.

In the event of a vacancy on the Board, and in the absence of any Board action to the contrary, the person appointed to fill the Board vacancy (if any) shall also assume the committee appointments formerly held by the Board member whose absence created the vacancy.

Subject to any more specific directive of the Board, the District Administrator shall either personally serve as or designate another staff member to serve as an administrative liaison to each standing committee. Such liaison shall normally attend the committee's meetings. A chairperson for each standing committee will normally be expressly designated in the committee appointment process. However, if no chairperson is designated, the committee shall

select its own chairperson. Committees shall select an alternate chairperson to preside in the absence of the chairperson. The chairperson's responsibilities shall be as specified by the Board.

Except to the extent that the Board takes official action establishing a contrary rule or directive, any Board member may attend and participate in the discussion that occurs at any meeting of a standing committee. However, only the appointed members of the committee will have the authority to make motions and vote at the committee's meetings. All Board members shall be provided with a copy of or electronic access to each committee's meeting notices and minutes so as to stay informed of committee activities.

Notice of Board committee meetings shall be issued in accordance with state law and any applicable Board policy. When appropriate, such notice shall include a statement to reflect that a quorum of the Board may be present at the committee meeting, that such committee meeting may, therefore, also constitute a meeting of the Board for purposes of the Open Meetings Law, but that the Board will take no action as a governmental body at such committee meeting.

A committee formed for or meeting for the purpose of collective bargaining is not a governmental body under the Open Meetings Law, and this policy is not intended to separately apply any provisions of the Open Meetings Law to such a committee.

Legal References:

Wisconsin Statutes

- [Section 19.82](#) [definitions under the open meetings law]
- [Section 19.83](#) [public meetings]
- [Section 19.84](#) [public notice of meetings]
- [Section 19.85](#) [exemptions to open meetings]
- [Section 19.89](#) [exclusion of board members from meetings]

CROSS REF.: 185-Rule, Board Committee Procedures
185-Exhibit, Public Notice of Committee Meeting
171.1, Public Notification of Board Meetings

APPROVED: July 1, 1995

REVISED: July 12, 2017

BOARD COMMITTEES

Public Notice of Meeting of the _____ Committee

Public notice is hereby given to the public, to the news media and to each member of the _____ committee of the River Ridge School District Board of Education, pursuant to the section 19.84 of the Wisconsin statutes, that said committee will hold a meeting on _____(day), 19____(date) commencing at _____(a.m./p.m.) at _____(location). The agenda for said meeting setting forth matters which will or may come before said meeting is as follows: (insert agenda)

APPROVED: July 1, 1995

BOARD COMMITTEE PROCEDURES

A. General Procedures

1. Committee membership will be determined at the regular May Board meeting. Membership shall be on a voluntary basis with each Board member serving on at least one committee. The Board President shall appoint members to fill committee positions unfilled by volunteers. Committees will consist of three Board members.
2. Each committee shall elect its own chairperson unless otherwise stated in Board policy.
3. Committees will pursue specific Board tasks.
4. The same rules of order used at regular school Board meetings shall be followed.
5. All Board members may attend all committee meetings. Only committee members will be allowed to participate in the discussion or have the right to vote.
6. Committees make recommendations to the Board and can take no action on their decisions without Board approval.
7. If committee recommendations and suggestions are not acceptable to the Board, the committee shall do further research as directed by the Board.
8. Committees shall provide to the district administrator and the Board, prior to the next regularly scheduled Board meeting, minutes of committee meetings, when appropriate. Recommendations shall be given at the next regular Board meeting.

9. Committee meeting minutes shall be kept on file in the district offices and shall essentially contain the following information:

- a. record of attendance
- b. listing of items considered
- c. listing of items to be recommended for Board consideration
- d. listing of items to be given further research by the committee
- e. listing of new items or concerns for future consideration

10. The district administrator or principal shall serve in an advisory capacity to all committees.

11. Chairperson Duties

- a. Set all meeting dates and ensure public notice is given.
- b. Establish committee agenda.
- c. Recruit resource people to attend meetings when necessary.
- d. Appoint committee clerk to take minutes, to ensure that committee reports are prepared, approved by the committee, and distributed.

B. Board Committee Duties

1. Negotiations/Finance

a. Work with the district administrator to establish groundwork, guidelines, and direction for negotiations with the Great River Education Association of Teachers.

b. Actively participate in the collective bargaining process.

c. Work with the school attorney when appropriate as a part of the negotiations process within established Board policy. Duties of the attorney include, but are not limited to: drafting contract language, serving on the negotiating committee, or serving as the Board's spokesperson at bargaining sessions.

d. Meet with the Board from time to time to keep them informed of progress in negotiations within the parameters established.

e. (May) make recommendations on salary, fringe benefits and working conditions for all professional employees.

f. Meet with the administration to establish budget guidelines in January each year before the budget development process begins.

g. Meet at least twice during the school year to receive a budget update from the district administrator.

h. Establish timelines for budget development.

2. Facilities/Transportation

- a. Meet annually in August and at such times as appropriate.
- b. Review the recommendations of the administration in regard to bus scheduling and routing.
- c. Review transportation budget.
- d. Review and update bus purchase process and recommend procedure to the Board.
- e. In August invite community members to review established routes and to receive input about the total transportation system.
- f. Make regular periodic building and grounds inspections. Approve an annual building maintenance schedule to be submitted to the Board.
- g. Develop short and long range facility goals.
- h. Review the general health and safety of the school environment.
- i. Recommend to the Board the purchase of major equipment.
- j. Evaluate the needs of the district involving building or site improvement projects and develop formal recommendations to the Board.

3. Policy/Curriculum

- a. Work cooperatively with the district administrator to review and update existing policies as directed by the Board.
- b. Consider any additions or deletions to current policy.
- c. At the direction of the Board, review and present recommendations to the Board for any policy about which there is a question of interpretation.
- d. Review administrative rules which accompany policies to ascertain conformance with Board policy.
- e. Recommend to the Board the purchase of maintenance, building and grounds equipment.

4. Public Relations

The public relations committee shall consist of one Board member, and a teacher from the elementary school, junior high school and high school. The duties of the public relations committee shall be to:

- a. Meet every September and February.
- b. Develop and review a program to disseminate Board and school district related information to the citizens of the district. Committee members are encouraged to attend appropriate public relations workshops and training sessions. Teachers on the committee shall follow the procedures outlined in the faculty handbook on attendance workshops and training sessions.
- c. Develop and review programs for recommendation to the Board that will aid in promoting good will, understanding and cooperation within the community.
- d. Send a representative to attend the Wisconsin School Public Relations Association (WSPRA) annual convention. Teachers on the committee shall follow the procedures in the faculty handbook on attendance at conventions.
- e. Be responsible for recruiting resource people such as extracurricular coaches/advisors to provide information to the media.
- f. See that all news releases are approved by the administration prior to release.
- g. Recommend recognition for accomplishments to the Board for the following groups:
 1. teachers
 2. staff members
 3. volunteers
 4. citizens of the district
 5. students
- h. (May) submit drafts of policies to the Board attorney for his/her approval prior to their adoption by the full Board.
- i. Meet at least once a year (July) to review policies. It is recommended that the committee meet annually in October for review and development of middle and high school course offerings and to submit recommendations for changes to the Board by December.
- j. Review all educational programs on a scheduled basis. Develop a rotational review plan. (Suggested five year plan)
- k. Review additions to or deletions from the existing educational program.
- l. Review curriculum materials to be included in the various courses of study and standards to be achieved.

m. Review the various requirements of the twenty standards annually.

C. Guidelines for Committee Members

In order to be effective, committee members are encouraged to:

1. Understand the purposes of the committee.
2. Participate actively in discussions by asking questions, joining in the discussion, being an active listener and addressing comments to all committee members.
3. Attend all meetings.
4. Consider the viewpoints of the teachers and students, parents and community when suggesting projects, activities or recommendations that affect them.
5. Consider the requests made by other committee members.

APPROVED: July 1, 1995

AD HOC COMMITTEES

Ad hoc committees may be established from time to time to serve a specific purpose determined by the School Board. Except where a different process is expressly established by applicable legal authority, Board policy, or by the Board itself at the time the ad hoc committee is created, members of an ad hoc committee shall be appointed by standard majority vote following nomination by the Board President. Prior to making the nomination, the Board President shall first consult with the District Administrator. An ad hoc committee may include, exclude, or consist entirely of individuals who are not Board members. Vacancies on an ad hoc committee may be filled at the discretion of the Board. Unless otherwise defined by the Board, a quorum of an ad hoc committee shall consist of a majority of the full membership of the committee. The committees shall be dissolved upon completion of their assigned tasks or by order of the Board.

In the event that the chair of an ad hoc committee is unable to attend a scheduled meeting, or perform other duties of the chair associated with a particular meeting, the chair may designate any other member of the committee to act as a temporary chair.

Each ad hoc committee appointed will receive a set of guidelines from the Board which:

1. List the specific charge to the committee and the services the Board wishes the committee to render;
2. Outline the responsibilities of committee members, including the length of time each member is to serve;
3. Include a clarification of the committee's limitations, any policies or procedures governing committee work, and the relationship of the committee to the Board;
4. List the staff and resources that will be available to or provided to the committee;
5. List an approximate timeline for progress reports and completion of tasks; and
6. List the procedures for communicating committee information to the Board and to the public.

The findings and recommendations of ad hoc committees shall be based upon appropriate research and data. Ad hoc committees shall have no power to take any action whatsoever on behalf of the Board, or to otherwise commit the Board or District to any course of action or expenditure of funds.

The ad hoc committee itself may schedule its meetings by standard majority vote, or by unanimous consent where there is no objection stated by any committee member who is present. In addition, the chair of an ad hoc committee may schedule and cause notice to be given to the members of additional committee meetings in circumstances where it is impractical to present a meeting schedule for consideration by the full committee.

It shall be the responsibility of the committee chair to plan the meeting agendas with assistance from the committee's administrator advisor, if any, and with the input of other committee members. The chair shall also be responsible for ensuring that the minutes and other official records of all committee meetings are recorded and maintained, and for working with the District

Office staff to ensure that public notice is given for all meetings of the ad hoc committee in accordance with state law and Board policy.

Legal References:

Wisconsin Statutes

[Section 19.83](#) [public meetings]

[Section 19.84](#) [public notice of meetings]

[Section 19.85](#) [exemptions to open meetings]

[Section 19.89](#) [exclusion of members from meetings]

CROSS REF.: 186.1, Board Compensation Citizens Advisory Committee

APPROVED: July 1, 1995, July 12, 2017

BOARD COMPENSATION CITIZENS ADVISORY COMMITTEE

There shall be a standing Board salary citizens advisory committee appointed by the Board.

Composition

1. The committee shall consist of three citizens from the River Ridge School District.
2. The committee members shall serve for rotating three year terms, with one term expiring each year.
3. The district administrator shall serve as the committee chairperson.

Selection

The following procedure shall be used annually to fill the expired term:

1. The Superintendent will make the determination who can and will serve on the Board Compensation Citizens Advisory Committee.
2. The district administrator shall individually contact the potential committee members and offer them the opportunity to serve on the committee. The expired term will be filled by the first individual contacted who accepts the offer to serve on the committee.

Duties

The Board salary committee shall:

1. Meet at least one month prior to the annual meeting to formulate a recommendation regarding Board salaries.
2. Present its recommendation at the annual meeting.

APPROVED: July 1, 1995

REVISED: July 12, 2017

PUBLIC AND STAFF PARTICIPATION AT BOARD MEETINGS

SCHEDULING PERIODS OF PUBLIC COMMENT

During their meetings, the School Board and any District committees that are subject to the Open Meetings Law may receive information and comments from members of the public on issues or topics that are not expressly included in the public notice of the meeting only if the public notice of the meeting includes notice of a period of public comment that is not limited exclusively to agenda items. In this policy, any reference to a “committee” means those Board committees and other bodies created by rule or order within the District whose meetings are subject to the Open Meetings Law.

- **Regular Meetings.** A public comment period that is not limited exclusively to comments on agenda items shall be scheduled for a time period not to exceed 15 minutes and publicly noticed in connection with each regular meeting of the Board.
- **Regular or Special School Board Meetings for which All Substantive Items of Business are Noticed for Closed Session.** If all of the substantive items of business for any regular or Special Board meeting are to be noticed as topics of a proposed closed session, the meeting shall not include a noticed period of public comment unless the Board expressly directs the noticing of such a public comment period as part of the agenda for the meeting.
- **Special Meetings.** A public comment period that is limited exclusively to comments on agenda items shall be scheduled for a time period not to exceed 15 minutes and publicly noticed in connection with each special meeting of the Board. The period of public comment that occurs during a special meeting shall be conducted in accordance with this policy and with related procedures.
- **Committee Meetings.** A public comment period that is limited exclusively to comments on agenda items shall be scheduled for a time period not to exceed 15 minutes and publicly noticed in connection with each committee meeting of the Board. The period of public comment that occurs during a committee meeting shall be conducted in accordance with this policy and with related procedures.

REGISTRATION PROCEDURES

Any person who wishes to address the Board (or a committee) during a noticed period of public comment at a Board meeting shall register to speak starting no earlier than 30 minutes prior to the start of the meeting in accordance with specified pre-registration procedures to include speaker’s name, municipality of residence and relationship to the district (e.g., parent, taxpayer, student, employee, other) and topic to be addressed. Registration shall be considered closed when the meeting is called to order.

SPEAKER'S RESPONSIBILITIES

The Board does not intend any period of public comment at its meetings (or at the meetings of any committee) to be either an appropriate or effective means of investigating or attempting to resolve any complaint or grievance that involves allegations of inappropriate conduct by any individual District employee or individual student(s)—particularly as to any allegations that, if proven, may lead to the imposition of a disciplinary sanction. Similarly, the Board does not intend any period of public comment at its meetings to be an appropriate or effective means of investigating or attempting to resolve an appeal of any individualized adverse action that may have been taken by the District against a particular student or employee. If the presiding officer of any meeting determines (on his/her own initiative or upon an appeal to the chair) that any registrant's comments are an attempt to present allegations, evidence, or other information that the registrant wishes the Board (or committee) to accept as facts or as conclusions related to any such complaint, grievance or appeal, the presiding officer will:

1. Interrupt the registrant's remarks and refer to this portion of this policy;
2. Attempt to redirect the registrant to an alternative process that can more appropriately be used to investigate and attempt to resolve his/her complaint, grievance or appeal (e.g., by expressly requesting that he/she choose to use such an alternative process in lieu of persisting with his/her public comments); and
3. Provide such other direction to the registrant, Board (or committee) members, or other meeting attendees as may be appropriate.

Each registrant shall adhere to established procedures for the public comment period and he/she shall:

1. Retain all liability for his/her comments and conduct (i.e., the public comment period does not offer any speaker any exemption from legal liability or from other lawful consequences that may result from the speaker's comments or conduct).
2. Wait to speak until he/she has been recognized by the presiding officer.
3. Limit the substance of his/her comments to topic(s) that are within the scope of the public comment period.
4. Limit the duration of his/her comments to the allotted period of time for each speaker which is not to exceed two minutes. Time limit exceptions may be made at the discretion of the officer.
5. Avoid engaging in conduct or making comments that are obscene, threatening, harassing, defamatory or disorderly.
6. Avoid making repetitive appearances before the Board (or a committee) in which the same registrant, or persons acting in concert, present substantially the same information.
7. Avoid engaging in political advocacy with respect to candidates for any elective office.
8. Present their remarks verbally without the use of supporting material that requires any set-up/take-down time or any advance coordination with District multi-media systems (the registrant may provide copies of supplemental written materials to the

Board/District).

9. Except where a person registers under established procedures as the spokesperson for a group or where it is permitted as a reasonable accommodation for an individual with special needs, no individual may present his/her public comments by proxy.

AUTHORITY AND RESPONSIBILITIES OF THE PRESIDING OFFICER

To promote the lawful, orderly and efficient progress of each meeting, the presiding officer of the meeting shall have the authority to enforce the requirements of this policy and he/she shall conduct any period of public comment according to established procedures. The presiding officer may call any registrant (or other attendee) to order and direct the individual to cease conduct which violates any applicable law, policy or procedure. If necessary, the presiding officer may terminate a registrant's comments and/or contact law enforcement for assistance in maintaining order or safety.

If the presiding officer directs a registrant to cease his/her remarks before his/her allotted time has expired, the registrant may immediately appeal the decision to the body (Board or committee) for a final decision. In particularly egregious situations, the presiding officer or any Board (or committee) member may propose a sanction that extends beyond the current meeting, and the sanction (if any) shall be determined by a vote of the Board (or committee).

BOARD (COMMITTEE) RESPONSIBILITIES

When the Board (or a committee) receives public comments on topics/issues that are not otherwise part of the publicly-noticed meeting agenda, the Board (or committee) will normally receive but not respond to the comments. However, in exceptional cases, an individual Board (or committee) member or the District Administrator may briefly respond to the registrant (e.g., to ask a clarifying question or to provide a brief clarification or correction of information that was presented by the registrant). The Board (or committee) may, by motion or unanimous consent, refer an off-agenda topic/issue that is raised by a registrant to a future agenda or for follow-up by the administration. However, the Board (or committee) members shall not engage in any extensive discussion or debate on any such topic/issue, and the Board (or committee) shall not take any action addressing the merits of any such topic/issue.

To the extent (1) any registrant persists in his/her attempt to present allegations, evidence, or other information that the registrant wishes the Board (or committee) to accept as facts or conclusions related to any complaint, grievance or appeal pertaining to any individual student(s) or individual employee(s), and (2) the Board or any of the Board's employees or agents is later called upon to make individualized decision(s) that involve those student(s) or employee(s) and that are related to the information that was presented within the registrant's public comments; neither the Board, any individual Board member, nor any of the District's employees or agents shall, when finding any facts or reaching any conclusions, unlawfully consider or unlawfully give any weight to information that was presented by the registrant only during a public comment period. For example, when deciding a student expulsion matter following a hearing, the Board or any hearing officer will consider only the evidentiary record that is created and

presented for that purpose; and, if any information that was presented during a public comment period was not separately and appropriately made a part of the record of the hearing, that information shall be disregarded and not given any weight whatsoever.

OTHER PROVISIONS

Outside of the scheduled public comment period, and provided that no person was denied the opportunity to address the Board or a committee on another topic during the scheduled public comment period due to time constraints, the presiding officer of the meeting may permit additional audience comments on an agenda item at the point the item is reached during the course of the meeting. Permission for members of the audience to further address the Board or a committee during the course of a meeting in this manner shall be denied if the presiding officer determines that there is not an efficient and equitable way to handle audience interest in addressing an agenda item at that meeting.

The Board meeting minutes will note the name of each individual who spoke during the public participation period of the meeting agenda.

This policy and its related procedures do not apply to any public hearing that is conducted by the Board/District pursuant to any legal requirement or pursuant to any local policy requirement, unless the Board/District expressly chooses to apply some or all of this policy and/or the related procedures to the public hearing.

Legal References:

Wisconsin Statutes

[Section 19.81](#) [state policy on open meetings]

[Section 19.83\(2\)](#) [discussion during period of public comment]

[Section 19.84\(2\)](#) [public notice of board meetings, including public comment period]

[Section 19.85](#) [exemptions to open meetings]

Cross References: 171.2 Agenda Preparation and Dissemination
870 Public Complaints

Adopted: November 11, 2015

TELEPHONE PARTICIPATION IN BOARD/COMMITTEE MEETINGS

The board or a committee of the board allows a member or members of the body to participate in a meeting without attending in person only under the following conditions:

1. Participation shall be limited to voice telephone.
2. Phone participation is not allowed for a Closed session of the board.
3. Any member wishing to participate by telephone shall sign a written request at least forty-eight (48) hours prior to the meeting identifying the reason why the member's attendance in person is not reasonably practical. The minutes of the meeting shall include that statement.
4. The Board President or committee chair is responsible for approving or denying any request to participate by telephone. (Emergency requests made less than 48 hours in advance of the meeting will be considered and acted on by the board or committee once the meeting has convened. Board/committee action on the procedural question will be reflected in the minutes.)
 - a. Requests made for the sake of convenience only will generally be denied.
 - b. Only one (1) board member may participate in any meeting by telephone. Consideration of requests will be made on a first come, first served basis.
 - c. No board member may appear by telephone more than twice in a calendar year without express approval of the entire board or committee for extenuating circumstances (e.g. a health condition that prevents attendance).
 - d. When the nature of the business to be considered at any meeting makes participation in the meeting by telephone impossible or impractical, permission to attend the meeting by telephone may be refused. Examples of such business include but are not limited to:
 - Large numbers of handouts or documents are being provided to the Board at the meeting by a presenter at the meeting.
 - The meeting includes an evidentiary or other hearing and due process for any individual would be compromised by remote attendance.
 - The Board will be meeting at a number of sites and maintaining communication would be impractical.
 - Other persons will be attending the meeting remotely (telephone, Skype, etc...).
5. If the member participating by telephone is the Board President or the committee chair, then the Vice President or another committee member, respectively, shall assume the role of presiding officer for the purposes of conducting the meeting.
6. The member appearing by telephone shall ensure that he/she is using a telephone that enables him/her to fully participate in the meeting both in terms of hearing all the

proceedings and in terms of being heard. The Board or committee as a whole may determine at any time to terminate the telephone participation if the participation becomes disruptive by virtue of inadequate communications.

7. The board member appearing by telephone is responsible for placing the telephone call and for paying the expenses of participation by telephone.
8. The member participating by phone shall have full voting rights, provided the phone connection allows him/her to hear all proceedings and to be heard by the Board/committee

Legal References:

Wisconsin Statutes: Section 19.81(2) [public accessibility of board meetings]

Cross References: Form: Request to Participate in Board/Board Committee Meeting by Phone

Adoption Date: April 12, 2017

Request to Participate in Board/Board Committee Meeting by Phone

Your Name:	
Name of Meeting:	
Meeting Date/Time:	
Explain why you are unable to attend in person:	

Your Signature _____

Date _____

Options for submitting signed request:

1. Submit directly to Board President or Committee Chair
2. Submit to HS office to be scanned and emailed to Board President or Committee Chair

For completion by Board President/Committee Chair: Date request received _____

Guidelines for Meeting Participation by Voice Phone:

1. Phone participation is not allowed for a Closed session of the board.
2. Phone participation is considered an emergency measure. No member may participate by phone more than twice in a calendar year without express approval of the entire board or committee.
3. Only one board member may participate by phone in any given meeting.
4. Signed requests to participate by phone should be submitted to the meeting chair at least 48 hours prior to the meeting.
5. It is the responsibility of the Board President or Committee Chair to approve or deny any request to participate by telephone. Requests will be considered on a first come, first served basis. Requests submitted less than 48 hours prior to a meeting will be considered and acted on by the board or committee once the meeting has convened. Action on this the procedural question will be reflected in the minutes.
6. If the member participating by phone is the meeting chair, then the vice president (in the case of board meeting), or another committee member (in the case of a committee meeting) will be appointed as presiding officer for the meeting.
7. The member participating by phone is responsible for ensuring his/her phone provides clear two-way communication.
8. The member participating by phone is responsible for placing the telephone call and for paying the expense of participation by telephone.

Cross Reference: Policy 188 - TELEPHONE PARTICIPATION IN BOARD/COMMITTEE MEETINGS

AUDIO AND/OR VIDEO RECORDING OF SCHOOL BOARD MEETINGS

The Board recognizes the usefulness of audio and video recording the proceedings of **publicly convened** Board meetings and work sessions. The Board, at its discretion, may audio and/or video record all or any portion of its Board meetings, subject to the following:

1. Audio or video recording produced by the district of any Board meetings is the exclusive property of the district to be used at the Board's discretion.
2. The audio or video recording of any Board meeting produced by the district is not the official record of the meeting. The Board-approved written minutes will continue to be the official record of the meeting.
3. The agenda for the meeting will contain a notification that the meeting is being recorded for the purpose of board reference.
4. After a meeting has been recorded, the recording will be kept on file for one year.
5. The video recorder will be stationary and will only be focused on those seated at the Board table and all persons formally addressing the Board during the meeting.
6. Any unauthorized re-broadcasting of any video, audio or still image of Board meeting video recordings made by the River Ridge School District is strictly forbidden without advance written permission of the River Ridge School District Board of Education or its designee.

APPROVED: January 23, 2017

RECOGNITIONS FOR ACCOMPLISHMENT

The Great River Education Association of Teachers (GREAT) believes in the concept of recognition of students, staff, groups or individuals for outstanding achievements. The Board will recognize and commend such outstanding achievements as:

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

Criteria for such recognition shall be submitted to the Board by the public relations committee.

The administration, staff, public and/or the Board members may make recommendations for recognition and commendation.

CROSS REF.: 461, Academic Letter

462, Recognition of Student Performance in Non-School Events

APPROVED: July 1, 1995