

INTERNAL BOARD POLICIES: 8000 SERIES

The Board of Education needs some policies about its own operations. These will be different from bylaws, which are, in effect, rules.

What is printed here are statements of Board purpose and provisions for matters like induction of Board members, inservice development of Board members, code of ethics for the Board as a group and individually, and the Board's attitude toward policy development. The Board's intent makes a great deal of difference in what it ultimately does and how it does it.

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INTERNAL BOARD POLICIES

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## Internal Board Policies

### I. Organization

Since the organization, management and control of the school district is vested by law in the board, the board hereby establishes and will continue to maintain policies (in this 8000 series) and bylaws (in the 9000 series), amending them as needed, to guide its internal operations.

Those policies and bylaws shall always be drafted, adopted, and amended with full consideration for the board's wish to provide education of the best obtainable quality for the residents of our school district within the limitations of the district's ability to support it.

### II. Purpose and Role of the Board

The school board shall have the powers and be charged with the duties of the common school district board provided for by statute.

### III. Methods of Operation

Board members individually and collectively act as representatives of the residents of the school district in maintaining and promoting schools. Through various means for listening, discussing, weighing education related issues among themselves, and the collecting of data, they seek to move toward decisions and actions which will best serve the educational needs of pupils in the light of available resources and the often conflicting needs and demands of all interested individuals and groups. Board members shall not act as individuals.

The only mechanism for official action by board members is a duly called and legally conducted meeting as defined by law and these policies (8000 series) and bylaws (9000 series). Consequently, preparation for, conduct of, and action following board meetings, become matters of crucial concern for the welfare of our schools.

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

1. Assurance of adequate opportunities for discussion and deliberation to enable the board to arrive at sound decisions.
2. Decision making primarily in the light of board adopted policies, with responsibility for administrative rules and action delegated to the superintendent and the administrative staff.
3. Review of results through the monitoring of progress reports of ongoing programs to enable the board to exercise its leadership role effectively in guiding the school system.

### IV. Formulation of Bylaws

The board's bylaws are rules designed to organize and control its internal operations. Some bylaws are set by statute. Others may be formulated and adopted at its option by the board itself as long as they are in harmony with the intent and specifics of the statutes.

In its deliberations leading to the establishment or amendment of its bylaws, the board's central concern will be for increased efficiency and effectiveness in carrying out its legal mandated tasks.

The board will formulate and adopt a bylaw safeguarding the right of board members to be informed of and to participate fully in the discussion of each proposed new or amended bylaw. The board will also provide in its bylaws for the adoption or amendment of its bylaws only after at least two opportunities to read and discuss the proposal in successive regular meetings.

V. Formulation of Administrative Rules

The board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. Such rules and detailed arrangements shall constitute the administrative rules governing the schools.

The administrative rules must be in every respect consistent with the policies adopted by the board. The board itself will formulate and adopt administrative rules only when specific state laws require board adoption, and may do so when the Superintendent recommends board adoption.

VI. Monitoring District Progress

The Board directs the superintendent, in cooperation with staff, to keep the board updated on student achievement.

VII. Membership in School Board Associations

The board may hold membership in such local, state, regional and national school board associations and shall look upon such membership as an opportunity for growth in board service.

VIII. Opportunities for Development

Attendance at meetings directly or indirectly related to education or school matters shall be encouraged for the values they have to the school system and the professional growth of board members.

The superintendent, or designee, shall notify board members of all relevant scheduled meetings.

IX. Conflict of Interest

Within guidelines set by Wisconsin State Statute, members of the School Board, or their dependents, shall not be interested directly or indirectly in any contract with the School District. Members shall not sell anything to the School Board that exceeds the amount set by law.

Legal References:           Wisconsin State Statutes:  
                                   120.13 – 120.25 School Board Powers  
                                   946.13 – Private interest in public contract

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 KAG:ems

SCHOOL BOARD  
 D.C. Everest Area School District  
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## INTERNAL BOARD POLICY

### Handling of Complaints by Board Members

As individual Board members are frequently confronted with complaints by teachers, parents and the public in general, it seems prudent to establish guidelines for the handling of these complaints.

Board members must remember that as individuals they have no legal status and that the only time Board members can legally transact business is when meeting together as a Board in legal session.

It is wise for a Board member to postpone the formulation of an opinion until hearing the issue discussed by the Board as a whole, where all the aspects of the problem are aired. A Board member should not obligate other members of the Board by predicting how they will vote.

Therefore, the following procedure is established for the handling of complaints made to individual Board members.

1. Neither the Board as a whole nor any individual member will entertain or consider communications or complaints from teachers, parents, or the general public until, or unless, such communications or complaints have been routed through the proper channels.
  - a. If a school board member is approached by a school employee on matters of school policy, or school problems, the employee should be advised by the Board member to refer the matter to the principal or supervisor. If the employee is not satisfied by the determination of the principal or supervisor, the problem may be brought to the attention of the Superintendent of Schools. If the employee still feels the determination is unsatisfactory, the problem may be brought to the attention of the School Board by letter or personal appearance.
  - b. Similarly, if a Board member is approached by a parent who has a complaint, the parent should be referred to the principal of the school of the teacher involved. If the parent is not satisfied by the determination of the principal, the problem may be brought to the attention of the Superintendent of Schools. If the parent still feels that the determination is unsatisfactory, the problem may be brought to the attention of the School Board by letter or by personal appearance.
2. All appearances before the Board should be scheduled seven (7) days before the regular meeting so they could be included in the agenda. Exceptions may be made in the case of an emergency.
3. The meetings with the Board may be private, at the discretion of the Board, when personnel matters or individual student records are being discussed.
4. The only time an individual Board member may speak for the Board would be as a member delegated by the Board to make a specific appearance, on a specific occasion, to discuss a specific issue under the direction of the Board. The viewpoint of the Board should be presented, and not their own, if it should be at variance with the majority of the Board.

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Internal Board PoliciesTemporary Committees

The board may from time to time authorize and/or appoint temporary (ad hoc) committees from its own membership for study and factfinding.

Citizens' Advisory Committees

The board may from time to time authorize and/or appoint citizens' advisory committees to investigate and make recommendations on particular problems designated by the board.

Board members shall not be official members of advisory committees, but may visit sessions of the committees ex officio.

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INTERNAL BOARD POLICYStudent Representation at School Board Meetings

The D.C. Everest Area School Board supports the concept of student involvement in the affairs of the school district. The Board recognizes that many decisions affect the lives of the district's pupils. In order to help facilitate good communication between the board, the community, parents, and the students, the board supports seating a high school student representative in a non-voting, ex officio capacity at Board meetings excluding executive sessions.

The appointment of the student representative is made by approval of the superintendent at the recommendation of the high school principal.

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## Internal Board Policies

### Orientation

The responsibility of school board membership calls for knowledge of and orientation to many areas of information and understandings.

Under the guidance of experienced board members and the superintendent, orientation will be provided to new board members through activities such as, but not limited to, these:

1. The new board member shall be given selected material on the job of being part of the School Board.
2. The new board member shall be invited to attend Board and ~~committee~~ meetings prior to assuming office.
3. The office of the Superintendent of Schools shall supply material pertinent to meetings and shall explain its use.
4. Attendance at workshops for new board members conducted by state and area school board associations.
5. Discussion and visits with the Superintendent of Schools and other members of the school staff.
6. Provision of printed and audio-visual materials on school board and administrative policies and procedures.
7. A copy of the general school laws will be made available for new members, at their request, by the office of the Superintendent of Schools.

Orientation shall be considered as an ongoing process for all school board members, and may include such activities as those indicated above and the addition of items such as these:

1. Attendance at school board and administrative conferences and conventions on a local, area, state and national basis.
2. Exchange of ideas through joint meetings with neighboring school boards.

INTERNAL BOARD POLICIESRemuneration and Reimbursement

Members of the board shall be reimbursed for all necessary and legal expenses incurred in attending any meeting or in making any trips on official business for the school district.

Board members shall be paid the amount authorized by the annual meeting for all regular and special board meetings, and for all authorized committee meetings attended. The members will receive two payments, to be paid in October and April, following the first monthly board meeting.

Board members shall be paid actual wages lost per day as prescribed by law for loss of wages due to attendance at authorized school related meetings.

In the event that board members are required to use vacation time, or give up other compensation, they are entitled to reimbursement at their daily rate.

Reimbursement for lost wages, vacation time or other compensation is earned income and shall be paid after taxes have been withheld.

Legal Reference:            WSA  
                                     120.10 Powers of Annual Meetings (3)(4)

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Internal Board Policies  
Code of Ethics for Board Members

As members of the D.C. Everest School Board we will:

- Recognize the function of the School Board as being legislative and judicial – not administrative.
- Strive for high and equitable achievement for all students of the district.
- Act as advocates for public education and the students it serves.
- Work to set district improvement goals for the outcome of improving student achievement.
- Keep integrity at the forefront of decision making and actions.
- Strive to work as a team recognizing that authority to act rests with the entire school board.
- Conduct business only in official meetings.
- Maintain the confidentiality of closed session meetings.
- Support board decisions regardless of personal opinions.
- Refrain from making individual commitments and promises without prior board approval to do so.
- Engage parents and community members in the process and education of district students.
- Recognize that no board member shall interfere with the administration of the school district as an individual or undermine the administration or district staff.
- Recognize and support individual, team and district successes.
- Follow the chain of command as set by board policy in dealing with requests and criticisms of district matters.
- Respect the role of the superintendent as an administrator of board policies.
- Strive to keep board policies current, up-to-date and relevant.
- Strive for a supportive workplace and staff development aligned with improvement goals.
- Be open minded, considering alternatives to solutions to promote a culture of continuous improvement.
- Openly share ideas and participate in board meetings and activities.
- Come prepared to board and committee meetings and make attendance a priority.
- Listen and be receptive to the opinions and views of other board members, staff, students, parents and community members.
- Keep abreast of current educational and legislative issues and trends.

Reference: Wisconsin Association of School Boards: Boardmanship for Student Success, 2007.

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INTERNAL BOARD POLICIESAcceptance of Gratuities by School Board Members and School District Personnel

All school board members and school district employees are not to receive any commission or anything of value from individuals or companies supplying equipment, materials, or doing business with the district required in the operation, maintenance or capital construction.

The operation of the school includes the purchase of materials for the repair and maintenance of the school plant for the conducting of student classes and for organizations. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through their regular public relations program.

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## INTERNAL BOARD OPERATIONS

### Formulation of Policies

In keeping with its primary responsibility as the elected representatives of the citizens of the school district, the School Board shall insure the effective and efficient operation of the public schools under its jurisdiction by setting forth in policy form such decisions as it shall make from time to time regarding the general operation of the school district. Policies adopted by this Board shall reflect its direct relationship with and responsibility to state government and its delegation of specific authority to the Superintendent of Schools. When necessary, policies shall be adopted to insure compliance with the School Laws of Wisconsin. Policies shall be developed and periodically revised by cooperative action reflecting the efforts and the points of view of the School Board, the school administration, the school staff, and the public.

The collective purpose of School Board policies shall be to establish the authority and responsibilities of school administration, particularly of the Superintendent of Schools, in order that continuous educational and administrative leadership may be exercised. By definition, a policy statement shall be a guide for discretionary action.

The execution of policy decisions of the Board shall be the responsibility of the Superintendent of Schools. The superintendent shall fulfill this responsibility by developing administrative rules and directives which shall, by definition, delineate the intent and interpretation of policy statements and shall cause policy decisions of the School Board to become the operational principles of the school district.

Particular attention shall be given to the development of appropriate policy statements regarding the following general areas of school district operation and will be reviewed no less than yearly as indicated.

<u>Policy Area</u>	<u>Committee Reviewed By</u>
1. Community Relations	Finance & Facilities/Support Services
2. Administration	Finance & Facilities/Support Services
3. Business & Non-Instructional Operations	Finance & Facilities/Support Services (#3000-3539) Finance & Facilities/Support Servs. (#3540-3999)
4. Employed Personnel	Instruction & Personnel Operations
5. Student Personnel	Instruction & Personnel Operations
6. Instruction	Instruction & Personnel Operations
7. New Construction	Finance & Facilities/Support Services
8. Internal Board Operations	Instruction & Personnel Operations
9. School Board By laws	Instruction & Personnel Operations

Policies may be proposed for adoption by any member of the School Board or the Superintendent of Schools, and through the Superintendent, by members of the school staff or the lay public. Amendments may be proposed in the same manner. All policies or amendments to policies shall be referred to the appropriate committee for review and study. Policies shall be presented to the School Board by the Superintendent and acted upon at the following meeting for adoption. All policies or amendments to policies shall be adopted by the majority vote of the Board.

Compilations of all policies in force, along with administrative rules, shall be appropriately bound, kept current, and made available for examination by any employee or any interested citizen of the school district in the offices of the Superintendent of Schools. Policies shall also be available online at [www.dce.k12.wi.us](http://www.dce.k12.wi.us).

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