

Policy 110

NORTH CAPE SCHOOL DISTRICT

SCHOOL DISTRICT MISSION

The North Cape Community strives to be the benchmark of academic excellence through superior teaching of an individualized, rigorous curriculum. The District is committed to providing innovative and creative learning experiences in a safe, nurturing environment that will assist our students in achieving their greatest potential for success in the global community.

CROSS REF.: Policy 411, Equal Educational Opportunities
Policy 150, School Board Governance
District Strategic Plan

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 120

NORTH CAPE SCHOOL DISTRICT

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 the school district is the North Cape School District. It is classified as a common school district and includes the towns of Raymond, Norway, and Dover.

Educational services of the District shall be organized as a program of instruction for children in grades four-year-old kindergarten through grade 8.

LEGAL REF.: Wisconsin Statutes
Section 115.01 (3) [school district classification]
Section 115.01 (5) [school district name classification]

CROSS REF.: Policy 150, School Board Governance

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 131

NORTH CAPE SCHOOL DISTRICT

SCHOOL BOARD ELECTIONS

The School Board of the North Cape School District shall consist of five members. Board members 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.

All Board members must reside in the North Cape School District and be qualified electors of the District. Candidates for Board membership shall declare their desire to be placed on the election ballot by filing a statement declaring their intentions with the Board Clerk as prescribed by law.

Members of the Board shall be elected for three-year terms, except as otherwise provided by law to fill an unexpired term. Within a three-year sequence, two positions are posted for election in each of the first two years, and one position is posted for election in the third year.

Newly elected Board members take office on the fourth Monday in April provided they have taken the oath of office on or prior to that date.

LEGAL REF.: Wisconsin Statutes
Section 17.26 [filling board vacancies]
Section 120.06(2) [board elections]
Section 120.06(3) [board member terms of office]

CROSS REF.: Policy 132, Board Member Resignations/Removal from Office
Policy 133, Filling Board Vacancies
Policy 162, New Board Member Orientation

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 132

NORTH CAPE SCHOOL DISTRICT

BOARD MEMBER RESIGNATIONS/REMOVAL FROM OFFICE

School Board member resignations shall be made in writing, addressed and delivered to the Board Clerk. If the resigning party is the Board Clerk, then the resignation shall be delivered to the Board President.

Removal of Board members from office may be carried out by the Racine County Circuit Court Judge or may occur as a result of a recall petition of the qualified electors of the North Cape School District in accordance with state law.

LEGAL REF.: Wisconsin Statutes
Section 9.10 [recall]
Section 17.01 [resignation of public officers]
Section 17.13(3) [removal of school district officer by circuit court judge]

CROSS REF.: Policy 133, Filling Board Vacancies
Policy 141, Board Officers

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

NORTH CAPE SCHOOL DISTRICT

FILLING BOARD VACANCIES

Vacancies on the School Board shall be filled by appointment of the remaining members of the Board in accordance with state law and the 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.

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. Public notice of a Board vacancy shall be given by the District Administrator and include a deadline for applying for the vacancy.
2. Any qualified elector of the District who is interested in filling the vacancy may submit a letter of application and a short résumé to the Board by the date specified in the vacancy notice. The names of all candidates for the vacancy will be presented to the full Board for action.
3. The Board shall consider all identified candidates for a board vacancy at a properly noticed open meeting of the Board. All candidates shall be given an opportunity to make a statement on behalf of their candidacy and to explain their purpose in seeking a position on the Board. The Board may ask questions of one or more candidates.
4. Voting on the candidates may be by roll call, voice vote, or signed written ballot. The method of voting will be determined by a majority vote of the Board prior to consideration of candidates for the Board vacancy. A majority vote shall be required for all appointments to the Board. When making the appointment, Board members should consider each candidate's interest in and devotion to public education and willingness to give time and effort to the work.

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.

Policy 133
Page 2

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 2 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 declared their 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 two 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 REF.:	Wisconsin Statutes	
	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]

Policy 133
Page 3

CROSS REF.: Policy 150, School Board Governance
Policy 161, Board Member Authority and Responsibilities
Policy 162, New Board Member Orientation

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 141

NORTH CAPE SCHOOL DISTRICT

BOARD OFFICERS

The School Board shall elect a President, Vice President, Clerk and Treasurer from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth Monday in April. Voting for Board officers shall be done by majority vote. The officers shall be elected in the following order: President, Vice-President, Treasurer and Clerk. Voting for any of the officers shall continue until a majority vote is received.

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

Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of state law and upon advice of legal counsel regarding the appropriate procedures.

Board officers shall perform the following duties:

- Duties of the President - The President shall:
 1. Prepare the agenda for all regular and special Board meetings, in consultation with the District Administrator.
 2. Ensure that public notice is given for all meetings of the Board.
 3. Preside at all Board meetings and rule on any question or order arising therein, and see that the minutes are properly recorded, approved and signed.
 4. Countersign all checks and other orders for the disbursement of District funds.
 5. Defend the District from actions brought against it and prosecute actions brought by the District.
 6. Serve as spokesperson for the Board, except as he/she delegates this responsibility to others. In all circumstances, it is understood that the Board retains full responsibility, and that all statements made on behalf of the Board should conform to established policy positions.
 7. Appoint such committees as authorized by the Board.
 8. Vote on matters before the Board just as any other Board member.
 9. Perform such other duties as required by law or assigned by the Board.

- Duties of the Vice President – The Vice President shall:
 1. Carry out the duties and responsibilities of the President in his/her absence, including presiding at regular or special Board meetings.
 2. Perform such other duties as assigned by the Board.

Policy 141
Page 2

– Duties of the Clerk - The Clerk shall:

1. Be responsible for recording the proceedings of school district and school board meetings and entering them, together with copies of all reports to municipal clerks, in the District's official records.
2. Carry out school board election duties as required by law.
3. Administer the oath of office to newly elected and appointed Board members.
4. Report the name and address of all Board members to the clerk and treasurer of each municipality in which the District is located within 10 days of their election or appointment.
5. Draw orders on the school district treasurer and see that they are properly recorded.
6. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
7. Furnish each teacher with a copy of his/her contract with the Board.
8. Annually on or before November 10, deliver to the clerk of each municipality within the District a certified statement of the amount of taxes to be collected.
9. File a timely and verified annual school district report with the Department of Public Instruction.
10. Perform such other duties as required by law or assigned by the Board.

– Duties of the Treasurer - The Treasurer shall:

1. Receive and deposit promptly in the officially designated District depository(ies) all monies paid to the District, and keep a record of the receipt of such monies.
2. Provide for the disbursement of District funds in accordance with state law.
3. See that a monthly report is submitted to the Board reflecting the current balance in District funds and receipts for the preceding month.
4. Present to the annual meeting a written statement of all money received and disbursed by the treasurer during the preceding year.
5. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
6. Make arrangements to sue for all monies due the District.
7. Perform such other duties as required by law or assigned by the Board.

Board officers may delegate certain administrative tasks associated with the performance of their duties to another Board member or a school district employee, under the advisement of the District Administrator, however they cannot delegate power and authority. Regardless of the decision to delegate any administrative tasks, the Board officer is ultimately responsible for any duty or obligation assigned to him/her.

LEGAL REF.:	Wisconsin Statutes	
	Section 19.88(2)	[election of officers by secret ballot]
	Section 120.05(1)	[election of board officers in common and union high school districts]
	Section 120.06(8)	[clerk duties related to school board elections]
	Section 120.11(2)	[special board meeting – clerk duties]
	Section 120.15	[board president duties]
	Section 120.16	[board treasurer duties]
	Section 120.17	[board clerk duties]

Policy 141
Page 3

CROSS REF.: Policy 161, Board Member Authority and Responsibilities
Policy 165.1, Board Member Conflicts of Interest
Policy 171.1, Public Notification of Board Meetings
Policy 171.2, Agenda Preparation and Dissemination
Policy 181, Rules of Order and Voting
Policy 184, Board Minutes
Policy 185, Board Committees
Policy 187, Public Participation at Board Meetings

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 142

NORTH CAPE SCHOOL DISTRICT

USE OF DISTRICT LEGAL COUNSEL

The School Board recognizes that the increasing complexity of school district operations frequently requires the procurement of professional legal services. Fulfilling this commitment may require the employment of legal counsel to act for, and in some instances on behalf of, the North Cape School Board, administration and others as designated by the Board.

Any attorney employed by the Board shall serve in an advisory capacity to both the Board and the District Administrator.

The District Administrator has been authorized to contact the District's legal counsel on behalf of the District on such matters as he/she deems advisable in order to protect the interests of the District, Board or staff, or when directed to do so by official Board action.

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

Most legal assistance to the District may be considered routine and not necessitating specific Board approval. However, when the District Administrator concludes that the potential for significant legal expenditure exists or under other unusual circumstances, he/she shall advise the Board, and the Board may take action on such matter as deemed necessary.

LEGAL REF.: Wisconsin Statutes
Section 19.85(1)(g) [authority to meet in closed session to confer with legal counsel with respect to litigation]
Section 120.10(14) [annual meeting power to direct legal proceedings in which the district is interested]
Section 120.13(9m) [school board power to retain legal services]
Section 120.15 [board president duties; defend and prosecute actions on behalf of district]

CROSS REF.: Policy 141, Board Officers
Policy 165.1, Board Member Conflicts of Interest

APPROVED: POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 143

NORTH CAPE SCHOOL DISTRICT

CONSULTANTS TO THE BOARD

In order to pursue the District's mission and also protect the public's financial investment in the school, the North Cape School Board will from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and 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 or his/her designee is expected to establish an efficient working relationship between the consultant and the Board and/or staff members.

LEGAL REF.: Wisconsin Statutes
Section 120.13 [board power to do all things reasonable for cause of education]
Section 120.13(9) [board power to contract/employ architects and engineers]
Section 120.13(9m) [board power to retain legal counsel]

CROSS REF.: Policy 142, Use of District Legal Counsel

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 150

NORTH CAPE SCHOOL DISTRICT

SCHOOL BOARD GOVERNANCE

The School Board derives its authority to govern the local schools directly from the Wisconsin Constitution and state statutes. The Board recognizes it has an obligation to the community it serves and the persons it employs to discharge its duties and obligations in a fiscally responsible way and in a manner that will best provide for the academic achievement of all students in the District.

With this in mind, the Board shall carry out the following governance responsibilities:

1. Set academic standards and goals for the District that reflect community values and interests and are aligned with the District's mission.
2. Concentrate the Board's collective effort on its policy-making responsibilities.
3. Employ a District Administrator to manage District operations on a day-to-day basis and to implement Board policies, and then evaluate the District Administrator's performance.
4. Secure the financial resources necessary for school operational needs and educational programs and oversee the proper expenditure of such resources.
5. Authorize the employment of teachers and other staff members and support their professional development.
6. Maintain open and effective communication with the public served by the school, and with staff and students in order to keep them informed and to maintain awareness of attitudes, opinions, desires and ideas.
7. Regularly monitor and evaluate the progress of the school and the implementation of District goals, and provide for continuous improvement.
8. Perform the specific duties imposed upon it by law.

LEGAL REF.: Wisconsin Statutes
Section 118.001 [duties and powers of school board broadly construed]
Section 120.12 [school board duties]
Section 120.13 [school board powers, including power to do all things reasonable for the cause of education]

CROSS REF.: Policy 110, School District Mission
Policy 151, Policy Development and Adoption

Policy 150
Page 2

Policy 153, Board Self-Evaluation
Policy 161, Board Member Authority and Responsibilities
Policy 163, Board Member Development Opportunities
Policy 165.1, Board Member Conflicts of Interest
Policy 166, Board Member Electronic Communications
District Strategic Plan

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 151

NORTH CAPE SCHOOL DISTRICT

BOARD POLICY DEVELOPMENT AND ADOPTION

Policymaking is the primary method by which school boards exercise their statutory authority and broad powers. Therefore, the School Board shall adopt written policies to guide the actions of those to whom it delegates authority and to serve as the basis for school district operations and decision making. These policies shall be in line with the District's mission and goals and with applicable legal requirements. Board policies shall be organized according to a standard policy manual codification system – the WASB Policy Manual Code.

Policy changes or additions may be proposed by any Board member, staff member or community member through the District Administrator. The District Administrator shall review the policy proposals and consider their merit before making any recommendation that the Board consider a proposal for possible adoption. The submission of a policy proposal does not guarantee consideration of the proposal by the full Board. At any point in the policy review and adoption process, the Board may make such amendments to proposed policies as the Board deems necessary or appropriate.

Proposed new policies and policy revisions shall be initially presented at one Board meeting and brought to a vote for adoption at a subsequent meeting to allow time for review, input and possible changes. On matters of unusual urgency, the Board may waive the standard two-meeting adoption process and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the District Administrator will inform concerned groups and individuals about the reasons for this necessity.

Formal adoption of policies shall be recorded in the minutes of the Board meeting and only those policies so recorded shall be official Board policies of the District.

The District Administrator shall be responsible for overseeing policy implementation in the District. The Board expects compliance with its formally adopted policies. Noncompliance by students or staff will be considered cause for disciplinary action.

Board policies shall be reviewed and updated on a regular basis in order to keep them up-to-date.

LEGAL REF.: Wisconsin Statutes
Section 120.13 [board power to do all things reasonable for the cause of education, including making rules for the organization, gradation and government of the schools]

CROSS REF.: Policy 110, School District Mission
Policy 151.1, Policy Dissemination
Policy 151.2, Administration in Policy Absence
Policy 253.1, Development of Administrative Rules
Policy 253.2, Development and Approval of Handbooks

Policy 151
Page 2

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 151.1

NORTH CAPE SCHOOL DISTRICT

POLICY DISSEMINATION

The District Administrator shall establish and maintain an orderly plan for preserving and making accessible the policies and implementing administrative rules of the District.

The Board policy manual shall be maintained electronically and shall be accessible to Board members, school employees, parents and guardians, and other interested members of the public via the District's website. A hard copy of the District's policy manual shall also be kept at the North Cape School Administration Office. District policies are public records and shall be available for inspection and copying through the District Office. Board policies shall also be further disseminated through other appropriate means as may be required by law or determined by the District Administrator.

All employees are expected to know and observe the District's policies and administrative rules contained in the policy manual. The District Administrator will arrange for school employees to be informed of new policies and revisions of existing policies.

CROSS REF.: Policy 151, Policy Development and Adoption
Policy 151.2, Administration in Policy Absence
Policy 253.1, Development of Administrative Rules
Policy 253.2, Development and Approval of Handbooks

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 151.2

NORTH CAPE SCHOOL DISTRICT

ADMINISTRATION IN POLICY ABSENCE

In the absence of School Board policy specifically covering an action that the District Administrator feels he/she must take for the orderly execution of his/her duties, he/she may take temporary action. The District Administrator's action should be in harmony with overall Board policy and in keeping with the best established practice that can be determined under existing time constraints. The District Administrator will not be free to act when the action involves a Board duty which by law cannot be delegated.

In each case in which the District Administrator takes such initiative action, he/she will present the matter to the Board at its next meeting so that Board members may review the action and consider the need for policy adoption in the given area(s).

CROSS REF.: Policy 151, Policy Development and Adoption
Policy 253.1, Development of Administrative Rules

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

NORTH CAPE SCHOOL DISTRICT

BOARD SELF-EVALUATION

The School Board is accountable to the public for the education of its children and the stewardship of the school district's resources. The Board recognizes that in order to be most effective in its governance role, it should continuously monitor and evaluate its own performance, processes, and practices. The Board believes that regular self-evaluation is essential to improve leadership, support student achievement, and attain the District's mission and goals.

With this in mind, the Board shall review the effectiveness of its internal operations and evaluate its performance in regard to District goals, Board goals and operation procedures at least once every two years. The Board may also identify specific topics for discussion that are related to its meeting processes, communications, Board-administrator relations, and other leadership skills. If the School Board members change, this review would be conducted annually. This Board self-evaluation may coincide with the annual District Administrator evaluation.

During self-evaluation, the Board shall evaluate itself as a whole. The self-evaluation should emphasize areas of strength as well as those identified for improvement. Board members are also encouraged to use the evaluation process as an opportunity to assess their own personal performance.

The District Administrator and others who work regularly with the Board may be asked to participate in this evaluation process and to suggest ways by which the Board can improve its functioning as a deliberative and legislative body.

Consistent with the Open Meetings Law, the Board's self-evaluation shall be conducted in open session. All Board members are expected to participate in the self-evaluation process, as is the District Administrator.

Following a discussion of the evaluation results, the Board shall establish priorities and objectives for the following year's self-evaluation. The Board may, as desired, schedule interim self-evaluation sessions to assess progress toward achieving identified priorities and objectives.

CROSS REF.: Policy 110, School District Mission
Policy 150, School Board Governance
Policy 151, Policy Development and Adoption
Policy 161, Board Member Authority and Responsibilities
Policy 165.1, Board Member Conflicts of Interest
Policy 166, Board Member Electronic Communications
Policy 224, Board-Administrator Relations
Policy 225, District Administrator Evaluation
District Strategic Plan

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

NORTH CAPE SCHOOL DISTRICT

BOARD MEMBER AUTHORITY AND RESPONSIBILITIES

As a representative of the citizens of the North Cape School District, a School Board member is responsible for serving the best interests of the community and its students, utilizing all available resources toward that end. The oath of office requires a Board member to uphold the laws and Constitutions of the United States and State of Wisconsin; but, in addition to that, each Board member shall:

1. Act only when in official Board session, except as otherwise provided by law or directed by the Board. Board officers may take action necessary to fulfill their duties.
2. Remember that responsibilities for overall management and control of the property and affairs of the District, including the development of effective policies, belong to the Board, while responsibilities for the day-to-day operation of the school belong to the administration.
3. Attend all regularly scheduled Board meetings insofar as possible, and be prepared at those meetings to act on issues before the Board. If a Board member is unable to attend a meeting, he/she must notify the District Administrator 24 hours prior to the time the meeting is scheduled to take place. In the case of an emergency, the District Administrator should be notified as soon as possible.
4. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
5. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff and all elements of the community.
6. Have the right to express their own views on any issue, even when the view is in opposition to the policy position taken by the Board as a whole. However, Board members have the obligation to make clear that their statements do not represent the official position of the Board. The Board shall not be bound in any way by any statement or action on the part of an individual member except when such statement or action is in pursuance of specific instruction of the Board.
7. Remember always that their first and greatest concern must be for the educational welfare of the students attending public school in the District.
8. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
9. Avoid all conflicts of interest, both pecuniary and non-pecuniary and refrain from using his/her Board position for personal or partisan gain.
10. Abide by any applicable codes of ethics established by state law, including the Code of Ethics for Local Government Officials.

Policy 161
Page 2

11. Keep informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school board associations.
12. Communicate with state and federal legislators concerning the problems and needs involved in providing a quality education.

CROSS REF.: Policy 141, Board Officers
Policy 142, Use of District Legal Counsel
Policy 150, School Board Governance
Policy 163, Board Member Development Opportunities
Policy 165.1, Board Member Conflicts of Interest
Policy 166, Board Member Electronic Communications
Policy 171.2, Agenda Preparation and Dissemination
Policy 185, Board Committees
Policy 187, Public Participation at Board Meetings

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 162

NORTH CAPE SCHOOL DISTRICT

NEW BOARD MEMBER ORIENTATION

The School Board and District Administrator shall assist each newly elected and appointed Board member to understand the Board's functions, policies and procedures before taking office. Specifically, each newly elected and appointed Board member shall:

1. Be provided with electronic access to the Board policy manual via the District website.
2. Be provided with a briefing on duties and responsibilities of the Board and the District.
3. Be encouraged to attend inservice sessions and gatherings for new Board members conducted by the Wisconsin Association of School Boards

LEGAL REF.: Wisconsin Statutes
Section 120.13(32) [board power to provide for board member
orientation/continuing education]

CROSS REF.: Policy 150, School Board Governance
Policy 163, Board Member Development Opportunities
Policy 671.2, Expense Reimbursements

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

NORTH CAPE SCHOOL DISTRICT

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The School Board believes that the effectiveness and efficiency of the District's educational programs are directly related to the level of competency of individual Board members. To bring about a higher level of competency and expertise of individual Board members, the Board encourages the participation of its members at appropriate school board conferences, conventions, seminars and workshops.

Board members may attend such meetings and conventions that prove to be of direct benefit to the conduct of school district affairs. Attendance at such meetings and conventions must be approved by Board action.

All necessary and actual expenses incurred by such attendance shall be reimbursed from District funds upon presentation of properly executed expense statements.

School Board Memberships

The Board shall maintain membership in the Wisconsin Association of School Boards, and may determine the necessity of membership in other relevant organizations.

LEGAL REF.: Wisconsin Statutes
Section 120.10(4) [annual meeting power; reimbursement of board members]
Section 120.13(16) [board power to pay expenses of school board
representatives attending school board association meetings]
Section 120.13(32) [board power to provide for board member
orientation/continued education]

CROSS REF.: Policy 162, New Board Member Orientation
Policy 671.2, Expense Reimbursements

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 165.1

NORTH CAPE SCHOOL DISTRICT

BOARD MEMBER CONFLICTS OF INTEREST

The School Board and individual Board members shall observe this policy and all applicable laws regarding conflicts of interest. The following list of issues and expectations is not intended to be a complete list of all situations in which a conflict of interest may exist under applicable law. In addition, adherence to this policy will not excuse any violation of applicable law in situations where (a) this policy does not address the legal issue in question; or (b) this policy is in some way an incomplete or imprecise statement of the applicable laws.

1. A Board member, in his/her private capacity, may not negotiate, bid for, or enter into any contract in which he/she has a private pecuniary interest (direct or indirect) if, in his/her capacity as a public official, he/she is either authorized or required to (a) take part in the making or awarding of the contract; or (b) perform in regard to that contract some official function requiring the exercise of discretion. In such a situation, the Board member cannot cure the conflict of interest or avoid violating the law by abstaining from voting on the contract as a member of the Board. The Board intends this paragraph to parallel the scope of section 946.13(1)(a) of the state statutes, including all statutory exceptions that exist to the conduct prohibited therein.
2. A Board member may not, in his/her public or official capacity, participate in making or entering into a contract or other transaction involving receipts or expenditures on behalf of the District if such Board member has a direct or indirect private pecuniary interest in such contract or transaction. A Board member shall also avoid taking any action or performing any function in his/her official capacity that involves the exercise of discretion in regard to any such contract or transaction. The restrictions identified in this paragraph apply even if the Board member has not personally participated in the making of such contract or transaction in his/her private capacity. Should such a pecuniary interest exist, the Board member shall notify the Board President and District Administrator, and shall abstain from all consideration (e.g., debate/discussion) and action (e.g., voting) concerning the matter.
3. In the event a Board member is employed by a corporation or business which furnishes goods or services to the District, the Board member shall declare his/her association with the organization and refrain from both debating and voting upon the question of the contract or transaction, and he/she shall also comply with the prohibition outlined in item 1 of this policy. Except where applicable law would prohibit the transaction or the making of the contract, it is not the intent of this paragraph to prevent the District from contracting with corporations or businesses solely because a Board member is an employee of the firm. Rather, this paragraph is intended to prevent placing a Board member in a position in which his/her interest in the public schools and interest in his/her place of employment might conflict and to avoid appearances of any conflict of interest, even though such conflict may not exist.

Policy 165.1
Page 2

4. All members of the Board are required to adhere to the statutory Code of Ethics for Local Government Officials, including the requirement that no Board member may use his/her position or office to obtain financial gain or anything of substantial value for the private benefit of him/herself, his/her immediate family, or for an organization with which he/she is associated. The Board intends that the definitions found in Subchapter III of Chapter 19 of the state statutes be used to define specific terms that are used in this paragraph.
5. No Board member shall hold more than one public office or a position of public employment, or any combination thereof, where the simultaneous roles would be legally incompatible. As a specific example, no current Board member will be simultaneously employed by the District in any other capacity due to the incompatibility of the Board member's public office with such employment. At the Board's discretion, a Board member may be appointed to serve as a volunteer coach or as a supervisor of an extracurricular activity if he/she: (1) receives no compensation for coaching or supervising the extracurricular activity, (2) the Board member agrees to abstain from voting on issues substantially and directly related to the activity he/she coaches or supervises, and (3) the Board receives the results of a criminal background investigation of the Board member.
6. No Board member shall use confidential District records or any confidential information regarding the affairs of the District that the Board member has access to in his/her official capacity to inappropriately advance a private interest or for the private financial benefit of any person.

Notwithstanding the prohibitions identified above, there may be narrow circumstances under which, for example, a Board member whose spouse is employed by the District may lawfully participate in discussing and deciding a general policy matter that affects a broad class of individuals that includes the Board member's spouse, such as a general employment policy decision that affects staff working conditions and that does not affect the Board member's spouse in a way that differs materially from the effect on most other employees. The individual Board member must assess such issues on a case-by-case basis. Further, any such possible allowance permitting the Board member's participation in quasi-legislative general policy matters is presently understood not to apply to decisions that address certain items of substantial value or substantial monetary benefit, such as a wage schedule that is applicable to the Board member's spouse or a District group insurance benefit under which a Board member or his/her spouse has coverage.

The following are additional examples of situations in which a conflict of interest or an issue regarding partiality or bias may arise and in which the affected Board member needs to determine an appropriate course of action:

1. An individual who is a close relative of the Board member is (a) employed by the District; (b) seeking employment with the District; or (c) seeking to engage in any business transaction with the District; and
2. A Board member's own child attends school in the District or participates in other District programs, and an issue arises in which the Board member's child is directly involved (e.g., a disciplinary matter) or which would uniquely affect the Board member's child.

Policy 165.1
Page 3

In any situation in which it comes to the attention of the Board President or District Administrator that a possible conflict of interest may arise under this policy or applicable state law involving one or more Board members, the Board President, District Administrator, and the Board member affected by the potential conflict will endeavor to discuss the possible conflict of interest prior to any Board meeting at which the issue involving the potential conflict of interest will be considered (provided that such discussions can be arranged in a manner that is consistent with the Open Meetings Law). The purpose of such discussion will be to determine, if possible, whether such a conflict exists prior to such meeting(s). By this policy, the Board grants to the Board President (or the Vice President if the President is the member with the possible conflict of interest) the authority to direct the District Administrator to seek, on behalf of the Board, a legal interpretation and/or advisory opinion from the District's legal counsel, which, upon the advice of counsel, may further involve seeking an opinion from the Ethics Commission and/or the Office of the Attorney General. If the best available information indicates that a conflict of interest will exist for any Board member, the member is expected to take such action as is necessary to remedy or avoid the conflict (e.g., abstain from both debating and voting upon the issue(s)).

Any Board member may raise a question as to the propriety, under this policy or under applicable law, of a Board member's prior participation in debate or voting (or the performance of some other official function) in any matter. The Board member shall identify the concern to the Board President and to the District Administrator, except that where the Board President is either the member raising the concern or the member whose participation is being questioned, the concern shall be brought to the attention of the Vice President in lieu of the President. The Board grants to the Board President (or the Vice President) the authority to direct the District Administrator to seek, on behalf of the Board, a legal interpretation and/or advisory opinion from the District's legal counsel, the Ethics Commission, and/or the Office of the Attorney General. One purpose of any such legal advice and/or opinion shall be to advise the Board whether it is in the District's best interest for the Board to, for example, consider rescission of any prior action, to take action on the matter in question a second time without the participation of one or more Board members, or to simply permit the original vote to stand.

LEGAL REF.: Wisconsin Statutes
Section 19.42 [statutory definitions related to the code of ethics for local government officials]
Section 19.59 [ethical standards for local government officials]
Section 120.20 [school board member compatible positions; serving as volunteer coach or extracurricular activity supervisor]
Section 946.12 [misconduct in public office]
Section 946.13 [private interests in public contracts prohibited]

CROSS REF.: Policy 142, Use of District Legal Counsel
Policy 533, Staff Recruitment and Hiring
Policy 672, Purchasing

APPROVED: December 21, 2015

REVISED: May 22, 2017

NORTH CAPE SCHOOL DISTRICT

BOARD MEMBER ELECTRONIC COMMUNICATIONS

Each School Board member, as a public official, is a records authority for purposes of the Wisconsin Public Records Law. In addition, a Board member's electronic communications related to their office or to District matters are generally records that are subject to retention requirements and possible public disclosure. Accordingly, Board members have legal obligations to ensure that electronic communications that they send or receive related to their individual office or to District business are appropriately retained such that the communications can be retrieved, evaluated, and, where appropriate, disclosed pursuant to a lawful request.

Unless otherwise provided by Board policy or rule, when a Board member is communicating electronically as an individual Board member (e.g., when he/she writes a blog post that addresses school district matters or when he/she addresses school district matters through a non-District social media platform), the Board member is individually responsible for the retention of his/her individual electronic communications and for responding to any lawful requests for access to such records. Further, regardless of any otherwise applicable policy or rule, in no case will a District employee serve as the custodian of an individual Board member's electronic communications (or copies of such records) where either of the following are true: (1) the Board member has not, in the manner prescribed by the custodian of records, provided the records to the District for purposes of records management; or (2) the Board member has attempted to provide the records to the District in a format that the District's systems cannot reliably store or retrieve.

Each Board member also has an obligation to ensure that he/she does not violate the Wisconsin Open Meetings Law through his/her participation in electronic communications (or other technology-facilitated activities) that involve multiple members of the Board, a Board committee, or any other District-created governmental body on which the Board member serves. As an example of actions regulated under the Open Meetings Law, Board members must avoid creating a "walking quorum" through any series of communications among members of the Board who agree, tacitly or explicitly, to act uniformly in sufficient number to determine the Board's course of action on any matter.

As to any form of electronic communication that pertains to his/her office or to District business, a Board member should ask himself/herself the following questions:

1. Should I be using this method of electronic communication at all? (e.g., Will the content of my communication remain under my control or under the control of an appropriate custodian of records; and is the communication being retained in a manner, and for a duration of time, such that it can be retrieved and produced if needed?); and
2. Should I be using this specific method of communication for this specific subject matter?

Electronic communications are generally an effective and efficient medium for activities such as addressing scheduling/availability for meetings, bringing potential agenda items to the attention of the District Administrator and Board President, and the one-way distribution of information (e.g., from the District Administrator to all Board members). However, the Board strongly

Policy 166
Page 2

discourages (and, in some circumstances, applicable laws will directly prohibit) individual Board members from using email or other forms of electronic communication for any of the following:

1. Interactive discussion of substantive Board business among multiple Board members, due to Open Meetings Law concerns (e.g., potential walking quorums or illegal meetings) and due to the potential appearance of impropriety surrounding communications that are perceived to be inappropriately "secretive" even if not unlawful;
2. Communications regarding matters that involve individually identifiable students, due to potential violation of the laws surrounding student privacy and the confidentiality of student record information; or
3. Communications regarding District matters that are considered confidential or highly sensitive (e.g., closed session content, personnel matters, etc.), due to issues surrounding the security and possible improper disclosure of the information.

Unless the Board member is performing a legally-designated duty or responsibility, or unless he/she has been expressly authorized by the Board, an individual Board member shall not, in his/her electronic or other communications, either (1) purport to speak on behalf of the entire Board or for the District, or (2) speak in a manner that purports to obligate the Board or District to a particular course of action.

LEGAL REF.: Wisconsin Statutes
Chapter 19, Subchapter II [Wisconsin public records law]
Chapter 19, Subchapter V [Wisconsin open meetings law]
Section 120.13(28) [authorization to designate a records custodian on behalf of any school district authority]
Section 943.70 [computer crimes]
Section 947.0125 [unlawful use of computerized communication systems]

CROSS REF.: Policy 161, Board Member Authority and Responsibilities
Policy 347, Student Records
Policy 823, Access to Public Records

APPROVED: December 21, 2015

REVISED:

Policy 171

NORTH CAPE SCHOOL DISTRICT

REGULAR BOARD MEETINGS

Official business of the School Board shall be transacted at regular monthly meetings and at such other meetings of the Board as are authorized by law.

The Board shall hold its regular monthly meeting on the third Monday of each month, unless changed with proper notification. Regular meetings shall be held at 7:00 p.m. from March through November, and at 4:00 p.m. from December through February. If the regular Board meeting date falls on a legal holiday, as defined under state law, the meeting shall be held on another date as determined by a majority vote of the Board if the District Offices will not be otherwise open for public business on the holiday in question.

All regular meetings shall be open to the public, except as specifically provided by state law. Only those items of business included on the noticed agenda shall be discussed and/or acted upon by the Board at the meeting. However, to the extent consistent with the public notice of any period of public comment period that is to take place at a meeting, the Board may discuss (but not take any action upon) any subject matter that is raised by a speaker even though the subject matter was not specifically noticed as an item of business for the meeting.

Meetings may be adjourned to a specific date for the consideration of unfinished business.

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

LEGAL REF.: Wisconsin Statutes
Section 19.81(2) [public access to meetings]
Section 19.83 [governmental meetings; period of public comment]
Section 19.84 [public notice of meetings]
Section 19.85 [exemptions to meeting in open session]
Section 120.11(1) [regular monthly board meetings]
Section 120.11(4) [proceedings of school board meetings; financial records]

CROSS REF.: Policy 171.1, Public Notification of Board Meetings
Policy 171.2, Agenda Preparation and Dissemination
Policy 172, Special Board Meetings
Policy 181, Rules of Order and Voting
Policy 184, Board Minutes
Policy 187, Public Participation at Board Meetings

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 171.1

NORTH CAPE SCHOOL DISTRICT

PUBLIC NOTIFICATION OF BOARD MEETINGS

All School Board meetings and Board committee meetings must be preceded with public notification in accordance with state law. Notice must be given to (1) the public via posting or paid notice in the newspaper, (2) the news media who filed written requests for such notices, and (3) the official District newspaper or if none exists, to a news medium likely to give notice in the area.

Proper notice of a meeting must be given at least 24 hours in advance of the meeting unless a good cause exists where such notice is "impossible or impractical." When good cause can be shown, the notice must be provided at least two hours in advance of the meeting. Notice must include the time, date, place and subject matter of the meeting including what is intended for consideration in a closed meeting and the specific statutory exemption which authorizes a closed meeting.

LEGAL REF.: Wisconsin Statutes
Section 19.83 [meetings of governmental bodies; open sessions with public notice]
Section 19.84 [public notice requirements for meetings of governmental bodies]

CROSS REF.: Policy 171, Regular Board Meetings
Policy 171.2, Agenda Preparation and Dissemination
Policy 172, Special Board Meetings
Policy 173, Closed Sessions
Policy 185, Board Committees

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 171.2

NORTH CAPE SCHOOL DISTRICT

AGENDA PREPARATION AND DISSEMINATION

The agenda for the regular monthly Board meeting and special Board meetings shall be prepared by the District Administrator, in consultation with the Board President.

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

Items of business requested by Board members should be presented to the Board President and the District Administrator prior to public release of the agenda.

Members of the public requesting to have an item included on the agenda should submit a written request to the District Administrator ten working days prior to a scheduled open meeting. The request will include background information, the reason for the request, and any other pertinent information. The decision to place the item on the agenda will be made by the Board President, in consultation with the District Administrator. If the item is not placed on the agenda, the individual may choose to speak on the topic during the public comment period of any regular Board meeting. If a Board member believes an item presented during the public comment period merits Board attention, the member can request the issue be placed on a future agenda.

The agenda for each regular meeting, along with supporting information and District Administrator recommendations, shall be emailed or delivered to each Board member so as to provide proper time for the member to study the agenda and information. Generally, the agenda and information should be emailed or delivered no later than three (3) business days prior to the meeting. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings. Public notice of the subject matter of Board meetings shall be given in accordance with the requirements of the Open Meetings Law.

If an action, discussion or closed session item of an "emergency nature" arises, it may be considered for placement on the meeting agenda with the approval of the Board President (or other meeting chair) and District Administrator prior to the meeting. Any amendments to the public notice of a Board meeting agenda must be made according to the same deadlines as the law establishes for original notices.

During meetings, the Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present at the meeting.

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

Policy 171.2
Page 2

LEGAL REF.: Wisconsin Statutes
Section 19.83(2) [discussion during public comment period]
Section 19.84 [public notice of board meetings and scheduling of public
comment period]
Section 120.11 [regular and special board meetings; includes board member
notification of special meetings]

CROSS REF.: 171.2-Exhibit, Order of Business (Agenda Format)
Policy 171, Regular Board Meetings
Policy 171.1, Public Notification of Board Meetings
Policy 172, Special Board Meetings
Policy 173, Closed Sessions
Policy 187, Public Participation at Board Meetings

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

171.2-Exhibit

NORTH CAPE SCHOOL DISTRICT

ORDER OF BUSINESS (Agenda Format)

The Order of Business at regular monthly School Board meetings is as follows:

- Call to order
- Public comment period (if it is scheduled)
- Administrator's Report
- Buildings & Grounds Report
- Treasurer's Report
- Old Business:
 - Discussion/Action Items
- Closed/Executive Session (if necessary)
- New Business
 - Discussion/Action Items
- Adjournment

APPROVED: December 21, 2015

REVISED:

Policy 172

NORTH CAPE SCHOOL DISTRICT

SPECIAL BOARD MEETINGS

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

The Clerk, or his/her designee, shall ensure that every member of the Board receives written notice of the time and place of any special meeting at least 24 hours prior to the meeting. The written notice may be hand delivered, delivered to the Board member's usual residence, or mailed by 1st class mail to the Board member at his/her usual residence in time to arrive at least 24 hours prior to the meeting. Such Board member notification of special meetings may be waived if all members are present at and consent to the special meeting being called, or if each school board member has consented in writing, in advance, to the holding of the meeting even though he/she does not attend.

Public notice shall be given for special Board meetings in accordance with the Open Meetings Law and in accordance with Board policy. No business shall be transacted at a special Board meeting other than that specified in the notice of the meeting.

LEGAL REF.: Wisconsin Statutes
Section 19.81 (2) [public access to meetings]
Section 19.83 [governmental meetings; period of public comment]
Section 19.84 [public notice of meetings]
Section 19.85 [exemptions to meeting in open session]
Section 120.11 (2) [special board meetings in common and union high school districts]
Section 120.11 (4) [proceedings of school board meetings; financial records]

CROSS REF.: Policy 171.1, Public Notification of Board Meetings
Policy 171.2, Agenda Preparation and Dissemination
Policy 181, Rules of Order and Voting
Policy 184, Board Minutes
Policy 187, Public Participation at Board Meetings

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

NORTH CAPE SCHOOL DISTRICT

CLOSED SESSIONS

All meetings of the School Board and its committees shall be open to the public, except those sessions authorized by law to be closed. Reasons for conducting closed sessions include, but are not necessarily limited to, the following:

- Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before the Board;
- Considering or acting on the dismissal, demotion, licensing or discipline 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 shall contain a statement that the employee has the right to demand that the evidentiary hearing or meeting be held in open session;
- Considering employment, promotion, compensation or performance evaluation data of any Board employee;
- Considering strategy for crime detection or prevention;
- Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session;
- Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation or charges against specific persons; which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations;
- Conferring with legal counsel for the Board, or one of its committees, who is rendering oral or written advice concerning a strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved; and
- Considering requests for confidential written advice from the ethics board under state law, or from any local government ethics board.

In order for the Board to convene in closed session, a motion must first be made in open session and carried by a majority vote in such manner that the vote of each individual Board member is ascertained and recorded in the minutes. In connection with this motion, and prior to any vote to convene in closed session being taken, the presiding officer of the meeting shall announce to the Board and to those present at the meeting the nature of the business to be considered in

Policy 173
Page 2

closed session and the specific statutory exemption(s) authorizing the closed session. The meeting notice and the presiding officer's announcement shall describe the subject matter that is proposed for consideration in the closed session. The minutes of the meeting shall record the presiding officer's announcement. No business may be taken up at any closed session except that which relates to matters identified in both the public notice of the meeting and the presiding officer's announcement of the closed session.

Any Board member who, upon hearing the presiding officer's announcement of the proposed closed session, concludes that the closed session is not authorized by law, or who otherwise does not wish to authorize the Board to convene in closed session, may vote against the motion to convene in closed session.

Minutes of each closed session portion of any Board meeting shall be recorded, and the proceedings available to the public shall be published or posted in accordance with state law requirements. When determining the content and timing of the availability and publication of the proceedings from any closed session, it may be appropriate to withhold specific information from the publicly-available proceedings until such time, if any, as there is no longer a clear and ongoing need to preserve the confidentiality of that information.

Only those individuals specifically authorized by the Board may attend a closed session meeting. If votes are taken in closed session, they will only be on matters that are legitimate subjects of consideration and deliberation at closed sessions.

Public notice shall be given of all contemplated closed sessions in accordance with state law and established District procedures. The Board shall not commence a meeting, convene in closed session, and thereafter reconvene again in open session within 12 hours after completion of the closed session unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

LEGAL REF.: Wisconsin Statutes
Section 19.84 [public notice of meetings]
Section 19.85 [exemptions from open sessions]
Section 120.11(4) [proceedings of school board meetings; financial records]

CROSS REF.: Policy 171.1, Public Notification of Board Meetings
Policy 171.2, Agenda Preparation and Dissemination
Policy 181, Rules of Order and Voting
Policy 184, Board Minutes

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

NORTH CAPE SCHOOL DISTRICT

RULES OF ORDER AND VOTING

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

A majority of the members of the Board (three members) shall constitute a quorum for the purpose of conducting Board business, except that a larger number of Board members may need to vote in favor of a motion in order for the Board to take action on those limited items of business which, by statute or policy, require approval by other than a standard majority vote. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

Action on any item of business will be taken by motion. In this policy, the term "motion" is intended to include any "resolution" of the Board. Board action shall be taken in good faith, shall follow consideration of all available information, shall be in the best interests of the education of all students in the District, and shall be in conformity with applicable law. Voting at Board meetings will normally be by voice vote, unless a roll call vote is required by law or requested. A roll call may be requested by the Board President or any member of the Board. Any vote not unanimous shall be recorded by the number of ayes and nays. Unless the statutes specifically provide otherwise, secret ballots may be taken only to elect Board officers.

Business shall be conducted at regular and special Board meetings according to *Robert's Rules of Order* applying to small boards, except as otherwise provided by law or Board policy. However, the failure to follow *Robert's* or any other local procedural rule(s) that have been set at the discretion of the Board shall not, standing alone, be construed to render any decisions made by the Board void, voidable, or otherwise invalid.

LEGAL REF.: Wisconsin Statutes
Section 19.88 [ballots and voting]
Section 120.11(1) [quorum of the board]
Section 65.90(5)(a) [amending the tax levy or a previously-approved budget]

CROSS REF.: Policy 165.1, Board Member Conflicts of Interest
Policy 171, Regular Board Meetings
Policy 171.2, Agenda Preparation and Dissemination
Policy 172, Special Board Meetings
Policy 173, Closed Sessions
Policy 184, Board Minutes

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 184

NORTH CAPE SCHOOL DISTRICT

BOARD MINUTES

The Board Clerk shall cause a complete and accurate set of minutes to be recorded for each regular and special meeting of the School Board. The minutes shall constitute the official record of proceedings of the Board and include the substance of all actions taken by the Board at the meeting, including the subject matter of any motion, the persons making and seconding the motion, and the votes taken on the motion.

The minutes shall not present value judgments as to any reports or presentations made at the meeting and shall not attempt to include a complete description of all the discussion engaged in at the meeting.

Copies of the proposed minutes shall be made available to all Board members prior to the Board meeting at which the minutes are to be approved. Board members shall have the opportunity to offer corrections to the minutes for clarification purposes and accuracy, however, cannot make corrections to the minutes that actually change what took place at the meeting. The minutes shall be approved by the Board through a formal motion or by unanimous consent.

Once approved, the minutes shall become official records of the Board and be maintained in the District Office. Board meeting proceedings shall be submitted for publication in the District's official newspaper in accordance with state law, and shall be available to any citizen, upon request, during regular school office hours.

The public may be denied access to closed session minutes to the extent authorized by state law.

LEGAL REF.: Wisconsin Statutes
Section 19.21(6) [retention of public records]
Section 19.35(1) [right to record inspection and authority to deny access to closed session meeting records under specified conditions]
Section 19.85 [closed session meetings]
Section 19.88 [taking and recording votes]
Section 120.11(4) [publishing the proceedings of board meetings]
Section 120.17 [school district clerk duties, including those related to recording the proceedings of board meetings]

CROSS REF.: Policy 171, Regular Board Meetings
Policy 171.2, Agenda Preparation and Dissemination
Policy 172, Special Board Meetings
Policy 173, Closed Sessions
Policy 823, Access to Public Records

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 185

NORTH CAPE SCHOOL DISTRICT

BOARD COMMITTEES

The School Board shall operate as a committee of the whole. There shall be no standing committees of the Board.

Special ad hoc committees may be authorized and appointed from time to time to serve a specific purpose and shall be automatically dissolved when the purpose for the committee has been realized.

It shall be the responsibility of the committee chair to plan the meeting agendas with assistance from the District Administrator 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.

No ad hoc committee is authorized 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. Any report, recommendation, or decision made in a committee meeting shall be forwarded to the Board for action.

LEGAL REF.: 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.: Policy 141, Board Officers
Policy 171.1, Public Notification of Board Meetings
Policy 173, Closed Sessions
Policy 184, Board Minutes

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

Policy 186

NORTH CAPE SCHOOL DISTRICT

ADVISORY COMMITTEES TO THE BOARD

The School Board shall request the assistance of advisory committees to the Board for such matters as deemed necessary. Except where a different process is expressly established by applicable legal authority, Board policy, or by the Board itself at the time the advisory committee is created, members of an advisory committee to the Board shall be appointed by standard majority vote following nomination by the Board President.

Three basic principles shall be followed with all advisory committees to the Board:

1. Advisory committees should be broadly representative, as applicable to the scope of the committee's assigned work. Advisory committees may consist of non-Board members, including District employees, students, parents/guardians, and other interested individuals from the community.
2. Recommendations should be based on research and fact.
3. Recommendations should be submitted to the Board, which alone has the authority to act upon the recommendations.

Advisory 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 Board shall have sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

CROSS REF.: Policy 171.1, Public Notification of Board Meetings
Policy 185, Board Committees
Policy 252, Administrative Advisory Committees
Policy 458, School Wellness

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

NORTH CAPE SCHOOL DISTRICT

PUBLIC PARTICIPATION AT BOARD MEETINGS

All School Board meetings shall be open to the public, except those authorized by law to be closed. While the public has the right to attend Board meetings, no individuals or groups have the right to enter into the discussions or deliberations of the Board unless they have been invited by the Board to do so.

The Board is interested in the viewpoints of citizens and invites the public to speak at regular monthly Board meetings in two ways:

1. Anyone wishing to speak before the Board, either as an individual or a representative of a group, should inform the District Administrator or Board President of the topic to be discussed so it can be incorporated into the Board agenda. Such requests may be submitted to the District Administrator or Board President prior to the meeting in accordance with the Board's policy on agenda preparation and dissemination. Due to the need to prioritize meeting time and the need to prioritize the issues that the Board addresses, not all such requests may be approved.
2. If, for any reason, a person or representative of a group is not able to provide advance notice to be placed on the Board meeting agenda, the person may speak before the Board during the public comment period if it is scheduled as part of the regular monthly board meeting. The Board vests in its Board President, as the presiding officer, authority to recognize all speakers during the scheduled public comment period in accordance with established procedures and to maintain proper order at Board meetings. Each speaker should receive recognition from the presiding officer and then state his/her opinions briefly and concisely.

Members of the public will not be recognized by the Board President to speak at other times during the Board meeting unless the Board schedules, in advance, an interim public discussion on a particular agenda item.

The Board shall not discuss or act upon any item of business not included in the public notice of the meeting, except as specifically authorized by law.

LEGAL REF.:	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]

Policy 187
Page 2

CROSS REF.: 187-Rule, Public Participation at Board Meeting Procedures
Policy 171, Regular Board Meetings
Policy 171.2, Agenda Preparation and Dissemination
Policy 173, Closed Sessions
Policy 870, General Public Complaints/Concerns

POLICY REVISION AND NEW APPROVAL: December 21, 2015

REVISED:

NORTH CAPE SCHOOL DISTRICT

PUBLIC PARTICIPATION AT BOARD MEETING PROCEDURES

Registration Procedures

Persons interested in speaking to the School Board at a Board meeting during the scheduled period for public comment should register to address the Board prior to the Board meeting. A card will be available so that the speaker can indicate his/her name, address, the group (if any) that he/she represents, and the topic to be addressed. This card must be completed and given to the District Administrator or Board President at least five minutes prior to the meeting.

Procedures for Recognizing and Interacting with Speakers

1. Each speaker during the public comment period shall be limited to five minutes, unless an extension of time is granted by the Board. The Board President shall have the right to limit the number of speakers that address one particular issue. A total of 30 minutes will be provided for the public comment period of the agenda.
2. Comments and questions will be directed to only the Board.
3. The Board, in turn, may comment or ask questions of the individuals in the audience.
4. Comments and questions requiring investigation shall be referred to the District Administrator for consideration, response and possible report to the Board.
5. The District Administrator may answer questions or respond to comments made by the individuals.
6. The Board vests in its President the authority to terminate the participation of any individual should the remarks be abusive or when the above procedures are not followed. The Board President has the authority to recess the meeting should the need arise.

APPROVED: December 21, 2015