

We appreciate your interest and attendance. The School District of Menomonee Falls Board of Education values the viewpoints of residents throughout the district, and encourages residents to address the board when a public participation agenda item is scheduled. To provide maximum public involvement and ensure orderly conduct, please follow the procedures for speaking at the meeting provided in this document. You are eligible to speak once at the meeting if you are a district resident, district student, current district employee, or a parent/guardian of a student currently enrolled in the district. Please follow the participant responsibilities below.

### **PARTICIPANT RESPONSIBILITIES:**

- Complete a Speaker Process & Identification form that also contains the Written Comment form on the back. Place the forms in the designated basket prior to the start of the board meeting. Completed forms will be given to the Board President/designee. Eligible speakers may be called on to speak in the order they were submitted.
- Please step to the podium when called on by the Board President or designee and identify yourself by giving your name and the nature of your remarks.
- You typically have up to three minutes to address the Board of Education. Unused time may not be transferred to others. Depending on the number of speakers, the amount of time may be less or the board may decide to suspend public comments to a future date. Please respect the time of others by limiting comments to the allotted time.
- Address the full board and refrain from discussions with audience members. Be courteous and respectful of others.
- Ask questions as needed, but responses may not be available during the meeting.
- Please do not address any member at the Board table individually.

### **AUDIENCE MEMBERS RESPONSIBILITIES:**

- Avoid disrespectful displays of disagreement, such as booing.
- Avoid distractions to the proceedings, such as side conversations.
- Please hold applause until the end of all public comments.
- If rules of decorum are not adhered to, the Board President or designee may suspend public comment.

### **BOARD PRESIDENT & BOARD OF EDUCATION RESPONSIBILITIES:**

The Board President or designee will be responsible for maintaining proper order and adhering to time limits.

The Board President or designee will recognize eligible speakers using speaker identification forms and convey the guidelines for speaker comments.

Board members pledge to listen respectfully to all speaker comments without interrupting or engaging in conversation or debate.

The Board President or designee may terminate the remarks of any individual when the speaker does not adhere to the established public participation rules.

The Presiding Officer has full discretion over public participation rules.



### **RESPONDING TO CITIZEN COMMENTS:**

The Board will not react to a concern until it has obtained the necessary information. The Board cannot engage in debate concerning your remarks and cannot legally take immediate action on any issue you may raise. Questions or comments regarding individual personnel issues are not to be discussed in open session.

In response to your comments, the Board may:

- Answer immediately if information is known.
- Request an individual to submit his/her concerns in writing.
- Request information from appropriate staff if they are present.
- Refer the matter to the District Administrator.

### **SCHOOL BOARD OF EDUCATION MEETINGS**

- The SDMF Board of Education meetings are generally held on the 2nd and 4th Mondays of the month at 6:30 p.m. in the Village Hall Board Room.
- If you have Time Warner-Spectrum Cable as your cable provider, meetings can be viewed live on Channel 25. Meeting agendas, minutes and videos are archived on the SDMF Board page.
- Meetings are open to the public so that the citizens of our district may view the work of the Board of Education. Closed sessions are not open to the public and are convened to allow the Board of Education to discuss contracts, real estate, pending court proceedings, sale or purchase of securities and investments, confidential legal issues or guidance with district attorneys, and personnel issues regarding salary or performance.
- Voting on all issues, including those discussed in closed session, is done in public. A majority vote renders approval of an issue.

## MEET THE SCHOOL BOARD MEMBERS

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Jennifer Grant

Term: 2021- 2027

[jgrant@sdmfschools.org](mailto:jgrant@sdmfschools.org)

Travis Langer

Term: 2024-2027

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Sarah Renn

Term: 2023-2026

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Joel Woppert

Term: 2023-2026

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Hallie Newman Schmeling

Term: 2025-2028

[hschmeling@sdmfschools.org](mailto:hschmeling@sdmfschools.org)

Jesse Cramer

Term: 2025-2028

[jcramer@sdmfschools.org](mailto:jcramer@sdmfschools.org)

Shelley Holzman

Term: 2022-2026

[sholzman@sdmfschools.org](mailto:sholzman@sdmfschools.org)

To email all board members  
and the superintendent:

[SDMFBoard@sdmfschools.org](mailto:SDMFBoard@sdmfschools.org)



### Our Mission

Engage. Learn. Improve.

### Our Vision

The relentless pursuit  
of excellence,  
one person at a time.

### School District of Menomonee Falls

April 2025

## Welcome

TO A MEETING OF THE

# School District of Menomonee Falls Board of Education

Procedures for  
addressing the SDMF  
School Board

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The School District of Menomonee Falls Board  
of Education has the following major  
responsibilities:

Oversee the work and evaluate the  
Superintendent of Schools

Oversee and develop policy

Approve the district's operating budget and  
approve the annual tax levy

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