

SERIES 100: BOARD OF EDUCATION

- 110 Educational Philosophy/Mission
  - 111 Nondiscrimination (Public)
    - 111-Rule, Discrimination Complaint Procedures
  - 112 Human Relations: Multicultural, Ethnic and Race Relations
  
- 120 School District Legal Status
  
- \* 130 School Board Legal Status
  - 131 School Board Elections
  - 132 Filling Board Vacancies
    - 132-Rule, Procedures for Filling Board Vacancies
  
- \* 140 Officers, Auxiliary Personnel of the District
  - 141 Board Officers
    - 141.1 Appointed District Secretary
  - 142 Special Board Representatives
  
- 150 School Board Powers and Duties
  - 151 Board Policy Development and Adoption
    - 151.1 Policy Review and Evaluation
    - 151.2 Board Policy Development and Adoption-Definitions
  
- \* 160 Board Members
  - 161 Board Member Authority and Expectations
  - 162 New Board Member Orientation
    - 162-Rule, New Board Member Orientation Guidelines
  - 163 Board Member Development Opportunities
  - 164 Board Member Compensation and Expenses
    - 164-Rule, Board Member Expense Reimbursement Guidelines
  - 165 Board Member Code of Ethics and Conflicts of Interest
  
- \* 170 Board Meetings
  - 171 Regular Board Meetings
    - 171.1 Public Notification of Board Meetings
    - 171.2 Agenda Preparation and Dissemination
      - 171.2-Rule, School Board and Administrative Procedures
      - 171.2-Exhibit (1), Agenda Format (Regular School Board Meeting)
  - 172 Special Board Meetings
  - 173 Closed Sessions
  - 174 Board Organizational Meeting
  - 175 School District Meetings

- \* 180 Operating Procedures
  - 181 Rules of Order
  - 182 Board Minutes
  - 183 Committee of the Whole

190 Recognitions for Accomplishment

(\*Indicates Category Heading-No Current Policy)

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

110

### EDUCATIONAL PHILOSOPHY

The responsibility of the School District of South Milwaukee is to educate its students in four basic areas: aesthetic qualities, foundation knowledge and skills, personal qualities, and thinking skills. Knowledge, skills, and qualities prepare students for careers and further education as knowledgeable, sensitive, and responsible citizens. To educate means to stimulate students to desire to learn and to provide an environment in which the learning can take place. The parents and community should assist the school by providing the environment where learning can take place and instilling values which lead to responsible behavior.

### MISSION STATEMENT

We, along with our community, commit to deliberate excellence for all learners by engaging and educating the whole person to succeed in a dynamic society.

### VISION STATEMENT

The vision of the South Milwaukee School District is to create a dynamic environment where the world becomes the classroom so the classroom impacts the world.

The Mission Statement and Vision Statement are to be prominently displayed in each school building.

CROSS REF.: South Milwaukee 2000: A Long Range Plan for Continuous Program Improvement

APPROVED: February 18, 1988

REVISED: 1993  
June 8, 2005  
November 7, 2012

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

111

### NONDISCRIMINATION (Public)

The School District of South Milwaukee is committed to a policy of nondiscrimination in relation to race, color, national origin, sex, handicap or disability in all matters concerning the public and individuals with whom the Board does business. Nondiscrimination in relation to educational and employment opportunities shall be governed by other District policies.

Any person who has a complaint regarding the interpretation or application of this policy may refer it to the Superintendent to be processed in accordance with established procedures. No district employee or official may intimidate, threaten, coerce, retaliate, or discriminate against any individual for making, filing, or assisting with a complaint.

LEGAL REF.: Title VI, Civil Rights Act of 1964  
Title IX, Education Amendments of 1972  
Section 504 of Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990  
Civil Rights Act of 1991

CROSS REF.: 111-Rule, Discrimination Complaint Procedures  
411, Equal Educational Opportunities  
411.1, Sexual Harassment  
511, Equal Employment Opportunities

APPROVED: February 16, 1994

REVISED: May 14, 1997

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

111-Rule

### DISCRIMINATION COMPLAINT PROCEDURES

The District encourages individuals with complaints of alleged discrimination in District employment programs, policies or practices to use the following procedures. (The District shall follow procedures established elsewhere in this manual to resolve discrimination complaints involving students.)

1. An employee who is a member of a bargaining unit and believes he/she has been discriminated against in violation of Board policy shall follow the grievance and/or discrimination procedures as outlined in the bargaining unit's collective bargaining agreement.
2. Citizens, and employees not covered by a collective bargaining agreement shall follow the procedures detailed below:
  - a. The complainant shall present his/her complaint orally or in writing to the Superintendent or his/her designee, who shall refer the matter to the appropriate administrator. That administrator shall respond to the complainant as soon as practicable following an investigation of the complaint.
  - b. If the complainant is unsatisfied with the administrator's response, he/she may request that the matter be referred to the Superintendent or his/her designee for further review. The Superintendent or his/her designee shall respond to the complainant as soon as practicable following an investigation of the complaint.
  - c. If the complainant remains unsatisfied after completion of the second step, he/she may request that the matter be referred to the Board of Education for further review. The Board shall respond to the complainant as soon as practicable following an investigation of the complaint.

The District encourages the use of this complaint procedure as the most meaningful and efficient process to be used, recognizing that the Department of Industry, Labor and Job Development, the Wisconsin Employment Relations Commission, the Regional Director of the Office of Civil Rights, and the courts remain open to individuals as avenues of complaint and/or appeal.

APPROVED: February 16, 1994

REVISED: May 14, 1997

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

112

### HUMAN RELATIONS: MULTICULTURAL, ETHNIC AND RACE RELATIONS

The Board of Education of the School District of South Milwaukee is committed to providing and maintaining an environment which promotes and fosters growth, harmony, and attainment of life opportunities to the maximum potential of all students and staff. In order to achieve this goal, a learning environment should be based on mutual respect of students, teachers, administrators, and staff.

The District is committed to providing and maintaining a learning and working environment in which racial, ethnic, and cultural differences are recognized and valued.

The District, in seeking to promote harmony, mutual understanding, and respect for every individual, shall not tolerate incidents of discrimination against anyone on the basis of race, color, or ethnic or cultural background or behaviors in any aspect of the school program that are counterproductive to the achievement of this goal.

Incidents involving students are enforced at the building level. Violations of this policy by staff members are referred to the Superintendent or his/her designee for appropriate action.

Any person who believes that he/she has experienced some form of discrimination may file a written or oral complaint with the Superintendent or his/her designee, to be processed in accordance with established procedures.

#### Curriculum

The Board expects the curriculum to provide opportunities for students to develop positive attitudes, understanding, and respect for cultural, racial, and ethnic diversity as well as an appreciation for their own cultural backgrounds and the backgrounds of others.

All curriculum materials will be examined for racial, ethnic or cultural bias. The District will respond sensitively and effectively to staff, student or parents concerns or objections regarding the use of learning materials.

#### School and Community Relations

The Board recognizes that various groups in a multicultural community have different expectations of the educational system. The Board is committed to developing a strong partnership with parents, students, and the residents of South Milwaukee.

By working together, the school and community demonstrate a commitment to enhancing the quality of life opportunities for all students and adults alike.

The Board endorses the promotion of racial and ethnocultural harmony among all people in the school system and the community and between the school system and the community.

#### Staff Development

The Board expects inservice sessions to be an integral part of staff development for all employees to enhance their comfort and competence in working with people of diverse racial, ethnic, and cultural backgrounds.

The Board supports and encourages staff to seek opportunities to enhance their professional growth in multiculturalism, ethnic, and race relations.

#### Personnel Practices

The Board recognizes that all employees are models in the educational process. Positive role models for all students enhance their racial and ethnocultural identities and self-esteem. To achieve this balance of racial, ethnic and cultural diversity, the Board expects personnel practices to be established that will ultimately lead to a district staff that reflects the racial, ethnic, and cultural composition of the student population.

The Board endorses the principle of equal employment opportunity for all staff. The Board ensures that qualified persons are informed, encouraged and have equal access to employment opportunities. The District's hiring, evaluation and promotion practices shall reflect this principle.

CROSS REF.: 111, Nondiscrimination (Public)  
411, Equal Educational Opportunities  
511, Equal Employment Opportunities

APPROVED: February 16, 1994

REVISED: May 14, 1997

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

120

### SCHOOL DISTRICT LEGAL STATUS

The official name of the School District is the “School District of South Milwaukee”.

The District is a common school district and operates under applicable provisions of state law. The District includes all territory within the city limits of the City of South Milwaukee.

Educational services of the school district are organized as a program of instruction for grades kindergarten through 12.

LEGAL REF.: Wisconsin Constitution – Article X, Section 3  
Section 115.11 (3), (5) Wisconsin Statutes

APPROVED: August 5, 1982

REVISED: May 14, 1997



## SCHOOL DISTRICT OF SOUTH MILWAUKEE

131

### SCHOOL BOARD ELECTIONS

The Board of Education consists of seven members, who serve with compensation as approved by the annual meeting. The Board is elected at large at the regular spring election, following the procedure outlined for such election by state law.

Board members are elected for a term of three years. Two members of the seven member Board are elected each year, with the exception of every third year when three members are elected.

Elected Board members take office on the fourth Monday in April. Before taking office, a Board member shall take and sign an oath of office administered by the Board Clerk.

LEGAL REF.: Sections      120.01 (2) Wisconsin Statutes  
   120.06  
   120.17(10)

APPROVED:      August 5, 1982

REVISED:      May 14, 1997

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

132

### FILLING BOARD VACANCIES

The remaining Board members shall appoint a new member to fill a vacancy on the Board in accordance with established procedures. (In case of a recall, the recall election process determines the person who completes a Board member's term.)

The Board may approve, by majority vote, not filling the vacancy if the next scheduled election will take place within four (4) months or less.

If the Board cannot agree on a single candidate or agree to leave the seat vacant within sixty (60) days of when the vacancy first exists, the appointment shall be made by random selection of qualified candidates. Qualified candidates are defined as all candidates who received at least two (2) votes by the remaining Board members, after the interview process.

The appointee shall hold office until a successor is elected and takes office as provided by state law.

The Board Clerk shall administer the oath of office to the appointed Board member at the next regular Board meeting immediately following his/her appointment.

LEGAL REF.: Sections 9.10 Wisconsin Statutes  
17.03  
17.26  
19.01  
120.06(4)  
120.17(10)

CROSS REF.: 132-Rule, Procedures for Filling Board Vacancies

APPROVED: May 14, 1997  
February 24, 2016

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

132-Rule

## PROCEDURES FOR FILLING BOARD VACANCIES

### Notice of Vacancy

The Board Clerk, or the District Secretary, in his/her absence, shall post a notice of Board vacancy and publish it in the official newspaper. The notice shall state:

1. the term of office of the vacancy to be filled;
2. the method of filing application; and
3. the date of filing application

### Interviewing Candidates

The remaining Board members shall schedule dates and times at open meetings to interview candidates for the vacancy, unless there are exceptional reasons to consider the candidates in closed session.

### Balloting Method

1. All candidates' names shall appear on all ballots.
2. Each of the remaining Board members shall cast one vote on each ballot.
3. Successive ballots shall continue until a candidate receives a simple majority vote.
4. The candidate receiving the simple majority shall fill the vacancy.

### Term of Office

1. Vacancy in Office of a Board Member in the Last Year of Term
  - a. The appointee shall serve until a successor is elected at the next spring election
2. Vacancy in Office of a Board Member Not in the Last Year of Term
  - a. The appointee shall serve until a successor is elected at the next spring election if the vacancy occurs after the spring election and on or before the last Tuesday in November.
  - b. The appointee shall serve until a successor is elected at the second following spring election if the vacancy occurs after the last Tuesday in November and on or before the date of the next spring election.

APPROVED: May 14, 1997

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

141

### BOARD OFFICERS

Board officers shall perform duties required by state law and any additional duties assigned by the Board.

#### President

In addition to performing duties required by state law, the President shall:

1. as chair of Board meetings, decide any questions of order (including a call for a motion from any Board member on possible actions) subject to appeal to the parliamentarian by any Board member;
2. receive all communications sent to the Board;
3. sign all documents on behalf of the Board;
4. bring before the Board, from time to time, whatever business may require its attention;
5. be entitled to have his/her vote counted on every issue before the Board;
6. perform any other duties required by the Board.

#### Vice-President

The Vice-President shall perform all the duties of the President as outlined above when the President is absent or unable to perform such duties.

#### Clerk

In addition to performing duties required by state law, the Clerk, or his/her designee acting on behalf of the Clerk, shall:

1. serve as President in the absence of the President and Vice-President; and
2. perform any other duties required by the Board.

Treasurer

In addition to performing duties required by state law, the Treasurer, or his/her designee acting on behalf of the Treasurer, shall:

1. serve as President in the absence of the President, Vice-President, and Clerk; and
2. perform any other duties required by the Board.

LEGAL REF.:     Sections     120.05   Wisconsin Statutes  
                                  120.15  
                                  120.16  
                                  120.17

APPROVED:     May 14, 1997

REVISED:     March 15, 2000

## **SCHOOL DISTRICT OF SOUTH MILWAUKEE**

141.1

### **APPOINTED DISTRICT SECRETARY**

The Board shall designate a district administrator as the District Secretary. He/she shall:

1. attend Board meetings and keep a careful record of the proceedings and communications of the Board on behalf of the Clerk; and
2. file and preserve all reports, resolutions and documents in a manner convenient for reference.

CROSS REF.: 182, Board Minutes

APPROVED: May 14, 1997

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

142

### SPECIAL BOARD REPRESENTATIVES

#### CESA #1 Representative

The Board President shall appoint a Board member to serve as a representative to the CESA #1 Board of Control and to attend its annual convention.

The South Milwaukee representative shall, with representatives of the School Districts of Oak Creek, Cudahy and St. Francis, elect one member to:

1. represent the four districts at the CESA #1 Board of Control convention;
2. attend all regular and special meetings of the CESA #1 Board of Control; and
3. report to the Board of the School District of South Milwaukee on matters which directly affect it.

#### WASB Delegate and Alternate

The President shall appoint a WASB delegate and alternate, who shall:

1. represent the Board at all WASB functions where Board representation is required;
2. review all WASB resolutions with the Board;
3. vote as instructed by the Board at all WASB functions; and
4. report to the Board as necessary.

#### Milwaukee Area Technical College (MATC) Liaison

The Board President or designee shall be the MATC liaison. He/she shall attend all MATC regular and special meetings as he/she or the Board deems necessary, as well as those called by the chair of the board of appointees, and shall report on such matters that affect the District.

#### Common Council Representative

The Board President shall appoint a Board member to serve as a representative to the Common Council.

## Special Committees

### 1. Chapter 220

The committee shall be formed in accordance with state law. The Board President shall appoint the required number of Board members and the citizen representative. The committee shall abide by contractual obligations of the Board in accordance with state law.

### 2. Negotiations

The negotiations team shall consist of Board members and other persons designated by the Board. There shall be no more than three Board members on the negotiations team. The team shall:

- a. negotiate contracts with the bargaining units; and
- b. refer any grievances to the personnel resources committee.

CROSS REF.: 174, Board Organizational Meeting

APPROVED: May 14, 1997



## SCHOOL DISTRICT OF SOUTH MILWAUKEE

150

### SCHOOL BOARD POWERS AND DUTIES

The Board shall act as the general agent of the State in carrying out the will of the people of the School District of South Milwaukee and pertinent laws as they relate to public education.

In addition to performing the specific duties and exercising the specific powers imposed upon it by state law, the Board may do all things reasonable to promote the cause of education, including establishing, providing and improving school district programs, functions and activities for the benefit of students.

The duties of the Board include, but are not limited to:

1. interpreting the needs and desires of the community in educational matters to its professional staff;
2. appointing the Superintendent of Schools, and approving the appointment of his/her administrative and professional staffs;
3. approving an annual budget prepared by the Superintendent or designee for presentation at the annual meeting;
4. approving preliminary and final plans and specifications for all new buildings and additions, and school sites;
5. determining the compensation and salary schedules of all District employees;
6. keeping the public informed of the purposes, needs and conditions of education in the District;
7. evaluating the programs of the school and appraising the efficiency of the Superintendent;
8. formulating and approving policies for the organization and improvement of public education in the District; and
9. implementing all actions required by state law, including but not limited to, authorization of an annual audit of Board accounts.

LEGAL REF.: Wisconsin Constitution - Article X  
Sections 118.001 Wisconsin Statutes  
120.10  
120.12  
120.13

APPROVED: March 15, 1995

REVISED: May 14, 1997

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

151

### BOARD POLICY DEVELOPMENT AND ADOPTION

The Board, with the advice of the Superintendent, is responsible for policymaking and for the evaluation of these policies.

Proposals to adopt new Board policies or revise existing policies shall be subject to two readings at regular Board meetings, preliminary to an adoption vote. The Board may subsequently adopt policies by a majority vote.

If immediate action is necessary, the Board may amend policies and Board-approved administrative procedures by a 2/3-majority vote taken at a regular Board meeting.

Word changes in parallel policies necessitated by policy development are the responsibility of the Superintendent and are to be reported to the Board in a timely fashion.

APPROVED IN PART: October 22, 1987

REVISED: March 15, 1995  
March 15, 2000

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

151.1

### POLICY ADMINISTRATION AND REVIEW

The Board delegates administration of Board policy to the Superintendent of Schools. The Board is responsible for evaluating the effectiveness of execution of Board policies. Policy evaluation requires the continuous appraisal of the results of its educational policy as well as the effectiveness of general administration.

CROSS REF.: 183-Rule, Board Committee Responsibilities

APPROVED: March 15, 1995

REVISED: May 14, 1997

## **SCHOOL DISTRICT OF SOUTH MILWAUKEE**

151.2

### **BOARD POLICY DEVELOPMENT AND ADOPTION - DEFINITIONS**

#### **Policy**

Documents termed Policy shall establish the ground rules, including state and local laws, and philosophy of the district. Policies shall be recognized when they are adopted, approved, amended or revised by the Board according to Policy 151.

#### **Exhibit/Rule**

Rules are established by the Superintendent (or designee) to define the manner in which Policies are to be implemented. Exhibits are provided as models of forms, etc. that are used by various school officials in applying Policies/Rules. Documents termed Exhibit or Rule are placed in manuals as a means of providing consistency between the various users and do not require action by the Board. Exhibits and Rules need to be updated periodically by the Administration and the Board informed of the changes.

APPROVED: January 26, 2000

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

161

### BOARD MEMBER AUTHORITY AND EXPECTATIONS

Board members have complete authority within state law over school affairs when they serve as members of the Board. They have no authority over school affairs as individuals, except when so directed by the Board.

In fulfilling their role as school officials, Board members shall:

1. accept the principle of Board unity and the subordination of self-interests;
2. strive to effectively understand the function of the Superintendent;
3. demonstrate initiative, informed leadership and insight;
4. demonstrate effectiveness in personal relations;
5. demonstrate effectiveness in staff and group relationships; and
6. act courageously for the good of the schools in spite of outside pressures and influences.

APPROVED:            March 15, 1995

REVISED:            May 14, 1997

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

162

### NEW BOARD MEMBER ORIENTATION

Experienced Board members, the Superintendent and administrative team members shall provide orientation to newly elected Board members in accordance with established procedures, to assist them in assuming this role in the School District of South Milwaukee.

Knowledge of duties, current issues, and recent actions of the Board will enable the new Board member to more comfortably assume the position and ensure the continuity and smooth functioning of the Board.

LEGAL REF.: Section 120.13 (32) Wisconsin Statutes

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

APPROVED: January 23, 1991

REVISED: May 14, 1997

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

162-Rule

### NEW BOARD MEMBER ORIENTATION GUIDELINES

New Board member orientation includes the following areas:

1. The Superintendent or designee shall arrange for:
  - a. a tour of the district's facilities;
  - b. a detailed explanation of budget funding sources, levy setting, district expenditures, accounting system and routine of paying bills;
  - c. an explanation of the community services program;
  - d. an explanation of the District's labor affiliation, contracts, and negotiation process;
  - e. an overview of salaries, benefits, and evaluation process and professional development;
  - f. a description of the status and process of curriculum development and meeting state mandates;
  - g. an explanation of various programs, such as Open Enrollment, Chapter 220, etc.; and
  - h. an explanation of the online Board information, email systems, and payroll system.
2. The superintendent shall answer questions and provide data as requested.
3. The Board President shall:
  - a. personally welcome the new Board member following the election;
  - b. introduce the new member(s) at the first scheduled Board meeting following the election;
  - c. explain the committee of the whole structure;
  - d. explain the online Board information system and the importance of being prepared;
  - e. explain the contents of table folder and use (reading motions, how the agenda is arranged, that receipt of gifts needs action, etc.);
  - f. explain reasons for executive sessions, confidentiality, etc.;
  - g. tell the new member to expect to receive professional periodicals.

APPROVED: January 23, 1991

REVISED: May 14, 1997  
November 7, 2012





## SCHOOL DISTRICT OF SOUTH MILWAUKEE

164

### BOARD MEMBER COMPENSATION AND EXPENSES

Board member salaries shall be set at the District's annual meeting.

Board members who incur expenses on official school business shall be reimbursed in accordance with established guidelines. Reimbursement for lost wages is subject to approval of the Board.

Upon request of the Board President, a verbal or written report to the Board on the meetings attended shall accompany any requests for reimbursement for Board member expenses.

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

CROSS REF.: 164-Rule, Board Member Expense Reimbursement Guidelines

APPROVED: September 19, 1990

REVISED: May 14, 1997

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

164-Rule

### BOARD MEMBER EXPENSE REIMBURSEMENT GUIDELINES

Reimbursement for expenses incurred by Board members on official school business outside the District shall be limited to:

1. the actual cost of transportation at the most economical rate (i.e. air coach);
2. the single room rate for housing;
3. registration fees and agenda items;
4. a maximum of \$35.00 a day for food; and
5. other expenses as approved by the Board.

APPROVED: September 19, 1990

REVISED: May 14, 1997

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

165

### BOARD MEMBER CODE OF ETHICS AND CONFLICTS OF INTEREST

As representatives of all the citizens in the District, the School Board is responsible for serving the best interests of the community and its students, and utilizing all available resources toward that end. The oath of office requires that Board members uphold the laws and Constitutions of the United States and State of Wisconsin.

In addition, School Board members shall not use their office to obtain financial gain or anything of substantial value for their private benefit, or for the benefit of their immediate family, or for any organization with which they are associated. Board members recognize that conflicts of interest are to be avoided if the public's confidence in the School Board, and the School District's operations as a whole, is to be maintained. The intent of this policy is to preclude the possibility that a Board member may be placed in a situation where his/her personal interests may affect his/her judgment on matters relating to District operations, and to remind Board members of their duty to comply with statutory provisions, including Wis. Stat. § 19.42 *et seq.*, and 946.10 *et seq.*, which define school Board members' legal and ethical obligations.

The following applies to School Board members:

1. No School Board member may be employed by the School District for any regular full or part-time position. Board members may be employed as volunteer coaches or activity advisors. Board members in these positions are required to undergo a TB test and submit to a background check through the Wisconsin Department of Justice or Federal Bureau of Investigation. The Board member may not be compensated for the position and must abstain from voting on any issue that substantially and directly relates to the activity coached or supervised.
2. No School Board member may take any action substantially affecting a matter in which the official, a member of his/her immediate family, or an organization with which the Board member is associated has a substantial financial interest.
3. No School Board member shall use his/her office in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the Board member, members of his/her immediate family, either separately or together, or an organization with which the Board member is associated.
4. No School Board member shall participate in the making of a contract with the District, in either his/her private or official capacity, in which the Board member has a pecuniary interest, either direct or indirect.
5. If a School Board member has a pecuniary interest, either direct or indirect, in a matter before the Board, or the matter substantially affects the financial interest of a School Board member, or a member of his/her immediate family, or an organization with which the Board member is associated, the Board member shall abstain from

discussion, consideration, action, or voting on the matter regardless of the monetary amount involved.

6. No School Board member shall solicit or accept any gift or favor of any value that is intended or may be perceived to be intended to influence him/her in the discharge of his/her duties. This provision shall not prohibit contributions to the election campaign of a candidate for the School Board.
7. No School Board member may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his/her vote or influence, or promise to take or refrain from taking, official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make, or refrain from making, a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of any School Board member, candidate for School Board, or as otherwise prohibited by law.
8. No School Board member shall use confidential District information concerning the affairs of the School District for personal gain for him/herself or others.

#### Procedures for Abstention Due to a Conflict of Interest or Potential Conflict of Interest

Where a Board member concludes that he/she is required to abstain from voting and from otherwise participating in a particular matter, or where a Board member concludes his/her participation in a matter, regardless of any legal requirement, would undermine public confidence in the Board's actions, decisions or judgment, these procedures will be followed:

The Board member who will not be participating in the matter will declare their non-participation at the meeting(s) in question no later than just before the Board (or committee) begins to directly address the relevant item of business. Non-participation means that the Board member will not (a) discuss or debate the matter; (b) make recommendations on the matter; (c) make motions or vote on the matter; or (d) otherwise use his/her office to attempt to influence the decision of the Board (or committee) or the District's course of action.

Each individual Board member shall be responsible for identifying and taking appropriate action with respect to his/her own conflicts of interest. However, the presiding officer of any Board or committee meeting, or the Board or committee by motion, may request that an individual Board member avoid participating in a matter due to a belief that a conflict of interest exists that, either under applicable law or Board policy, requires the Board member to abstain from participation. If the Board member refuses to avoid participating in the matter notwithstanding the request, the request and the refusal shall be expressly identified and recorded in the minutes of the meeting.

LEGAL REF.: Sections      19.59(1) Wisconsin Statutes  
   118.12  
   946.10  
   946.12

946.13

APPROVED: May 14, 1997

REVISED September 18, 2013  
August 17, 2016

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

171

### REGULAR BOARD MEETINGS

The Board shall hold regular meetings at least twice each month on Wednesday after the first Monday of each month, and two weeks hence, at 6:30 p.m. in the offices of the Superintendent of Schools, located in the District Administrative Office, or as the Board may direct.

The Board President, or the Vice-President, in the President's absence, shall preside at Board meetings.

The District Secretary shall record the minutes of Board meetings on behalf of the Clerk. In the Secretary's absence, the Board may select another administrator to act as the Clerk.

The District shall give public notice of Board meetings in accordance with state law and established procedures.

LEGAL REF.: Sections 19.84 Wisconsin Statutes  
120.11

CROSS REF.: 171.1, Public Notification of Board Meetings  
171.2, Agenda Preparation and Dissemination  
172, Special Board Meetings

APPROVED: June 14, 1990 (effective 7/11/90)

REVISED: May 14, 1997  
June 10, 1998

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

171.1

### PUBLIC NOTIFICATION OF BOARD MEETINGS

The Board shall conduct all meetings in a public place that is reasonably accessible to the public. Board meetings shall be open to all citizens at all times unless otherwise provided by law.

The Board shall provide notice of Board meetings setting forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session. The Board shall notify the official newspaper and provide notice to other news media and persons upon request. The Board shall also post notices in designated locations and the district website.

The Board shall give notice at least 24 hours prior to any meeting except when for good cause such notice is impossible or impractical. Then, shorter notice may be given, but in no case less than two hours in advance of the meeting.

LEGAL REF.: Wisconsin Statutes Section  
Chapter 19 (Open Records)

CROSS REF.: 173, Closed Sessions  
985.02 (posting for meeting)

APPROVED: May 14, 1997

REVISED: August 17, 2016



## **SCHOOL DISTRICT OF SOUTH MILWAUKEE**

171.2

### **AGENDA PREPARATION AND DISSEMINATION**

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

Board members, staff members, or citizens of the District may suggest items of business and should submit such items to the Superintendent well in advance of the meeting. The Board President and Superintendent may base decisions regarding inclusion of such items upon time restrictions and interests of the District.

Board members shall receive the agenda, together with supporting materials, prior to the meeting, so as to permit members to give items of business careful consideration.

The Board shall not discuss or act upon any item of business not included on the noticed agenda.

LEGAL REF.: Section 19.84 Wisconsin Statutes

CROSS REF.: 171.2 Rule, School Board and Administrative Procedures  
171.2-Exhibit(1), Agenda Format (Regular School Board Meeting)  
171.2-Exhibit(2), Agenda Format (Committee of the Whole)

APPROVED: May 14, 1997

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

## 171.2 RULE

### SCHOOL BOARD AND ADMINISTRATIVE PROCEDURES

- 1. School Board interviews and approves the following hire:**
  - Superintendent
- 2. School Board approves and will consider interviewing on a case-by-case basis:**
  - All cabinet level administrators
  - All principals & administrative positions at principal level on administrative flow-chart
  - All other administrative positions
- 3. School Board approves, but does not interview, the following non-administrative hires:**
  - All teaching staff
  - Non-Union staff, unless listed below
- 4. School Board does not approve or interview the following hires:**
  - Custodial staff and Building Services Helpers
  - Aides
  - Secretaries
  - Food service workers
  - Recreation staff (not including Recreation Director)
  - Substitutes in any area
- 5. School Board approves the following:**
  - The actual number of FTE in the district
  - Any new position (including new job descriptions), except temporary positions and substitutes in any area
  - Adding FTE to any position
  - A reduction in FTE
  - Layoff of any staff, regardless of FTE impact (except in recreation dept.)
  - Increase in teacher substitute pay
  - All retirements of administrators, teachers, secretaries and custodians
  - All discretionary leave requests over two weeks
  - All contracts, including individual administrative contracts

**6. School Board is notified of the following administrative decisions:**

- When an administrator is out of the building for one or more weeks (via email)
- If a teacher is substituting for an administrator for longer than 2 days (via email)
- In situations that do not add or subtract FTE (i.e., due to a retirement, resignation, or long term leave of absence), the administration may make decisions that result in not keeping the same number of teachers in a certain area of certification and hiring new teachers in a different area of certification.

**7. Administrative decisions that do not require School Board notification:**

- Elementary teacher grade level changes or school changes with no change in overall FTE (unless something unique about the situation)
- Middle school or high school transfers by grade level or area of certification with no change in overall FTE and no new hires (unless something unique about the situation)

**8. School Board Procedures:**

A. Staff and Committees:

- Individual Board members shall not direct staff. All requests shall go through the superintendent. Any significant information collected shall be shared with the entire Board.
- Individual Board members visiting schools is a positive experience for all. If a Board member has a concern or suggestion, the concern or suggestion should be voiced to the superintendent rather than as a directive to a staff member. It is preferable to let the principal know you will be at the school and always check in at the office. Board members should be aware of the dual role as parent and Board member.
- If the Board appoints a committee, the Board should give direction to the committee, and respect the recommendation of the committee.
- Individual Board members shall not dictate the direction of a particular committee.

B. Interview Procedures for the Board:

- The Board would prefer to interview three (3) candidates if at all possible.
- The screening interview committee should not recommend candidates for Board interviews if the candidates are not fully supported by the committee. The Board understands that this may result in less than three candidates for Board interviews.
- Interview questions will be shared with the Board prior to the actual interviews. Board members may add/reduce/revise questions.
- The process for Board interviews will be as follows:
  - Interview of all candidates
  - Reference check information shared with the Board
  - Board initial discussion regarding the candidates (no decisions made)
  - Screening interview committee comments and recommendation
  - Board discussion

- Final decision

#### C. Board Role, Procedures

- The role of the board committee chairperson in a particular area is to advise the superintendent, not to determine the outcome of Board issues.
- A representative of the Board should meet with a representative group of administrators on a regular basis, possibly yearly, to discuss the administrative joint contract provisions.
- Policy 171.2: The Superintendent, in consultation with the Board President, shall prepare all agendas for meetings of the Board. (Approved 5-14-97)
- Future agenda items list will be given to Board members in Executive Session as closed session detail is included.
- The Board values resident participation and understands that receiving input, listening and responding to public comment is important and different from holding a discussion with the public. The following should be considered guidelines when there is public input:
  - The Board President should always thank the public for any and all comments and provide the public with information regarding the process that should be used to get questions answered or most appropriately inform the Board of concerns. The concern should be brought to the principal and superintendent first and then may be added to a Board agenda if not resolved.
  - The Board President should be the spokesperson during resident participation and should acknowledge members of the public and then ask Board members if they have any clarifying questions regarding the comments.
  - It is appropriate to answer factual questions directed to the Board during the resident participation portion if the answer has been determined and is readily available.
- Consent agendas will continue to be used where possible. A Board member may take any item off the consent agenda if the Board member would like discussion regarding the item. Consent agenda items may include:
  - Adoption of Agenda
  - Approval of Minutes
  - Donations (be sure to put donor and gift on agenda)
  - New teaching staff hires that are not unique and are not an increase in FTE
  - Retirement per contract only
  - 66.0301 Cooperative Agreements
  - Bills for Payment
  - Other items as deemed appropriate

#### D. Communication

- The Superintendent shall notify the Board of current events/issues within the district by e-mail, telephone, meetings, or US mail as determined to be appropriate, while being cognizant of open meetings regulations.
- Expulsions: Notify Board members as soon as possible. Phone calls preferred if there is not a Board meeting scheduled soon. Notification by e-mail and at Board meetings acceptable if there is enough lead-time.

- The Board has school-based e-mail addresses. These addresses should be the only e-mail addresses used for school related communication. They should be placed on the website, with the process used for public comment, and a disclaimer stating that all e-mails to and from Board members are considered subject to the Wisconsin Open Records law.
- The Board members will follow the Wisconsin Open Meetings Laws and will not engage in a “walking quorum” defined as when members discuss business items with less than a quorum in such a way as to explicitly or tacitly obtain agreement as to future course of action. A walking quorum can take place through face-to-face meetings, telephone calls, or e-mails.

APPROVED:            October 11, 2006

REVISED:            November 4, 2009  
                              March 7, 2018

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

171.2-Exhibit(1)

**AGENDA FORMAT**  
**(Regular School Board Meeting)**  
**(Location, Date and Time)**

- I. Pledge of Allegiance
- II. Roll Call
- III. Resident Participation
- IV. Recognition of Accomplishments
- V. Consent Agenda
  - a. Approval of Agenda
  - b. Approval of Minutes
  - c. Bills for Payment
  - d. Other items based on agenda
- VI. Information/Discussion/Possible Action
  - A. Curriculum Expectations
  - B. Character Education
  - C. Community Engagement
  - D. Cost Effectiveness
- VII. Superintendent's Report
- VIII. President's Report
- IX. Announcements
- X. Executive Session (only as necessary)
- XI. Adjournment

APPROVED: May 14, 1997

REVISED: October 11, 2006  
September 7, 2011  
October 3, 2012

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

172

### SPECIAL BOARD MEETINGS

A special Board meeting 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, who shall notify each Board member in writing of the time and place of the special meeting at least 24 hours before such meeting. The notice shall be delivered to each Board member personally or shall be left at the Board member's usual place of abode or mailed by 1st class mail to that location so as to arrive at least 24 hours before the meeting.

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

Business to be transacted at a special Board meeting shall be limited to the stated purpose(s) of the meeting.

Public notice shall be given in accordance with state law.

LEGAL REF.: Sections 19.84 Wisconsin Statutes  
120.11(2)

CROSS REF.: 171.1, Public Notification of Board Meetings

APPROVED: May 14, 1997

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

173

### CLOSED SESSIONS

Closed sessions may be called as authorized by state law. The Board may convene in closed session at any Board meeting, upon a motion duly made and carried, under one or more of the following circumstances:

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



The final ratification of any collective bargaining agreement negotiated by the Board may not be a subject of a closed session.

The Board shall keep all matters discussed in closed session as confidential, except as permitted by applicable law.

The Board may not commence an open session, subsequently convene in a closed session, and then reconvene into an open session within 12 hours after completion of the closed session, unless public notice of the subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

The Board shall vote in open session unless doing so would compromise the need for closed session.

LEGAL REF.: Wisconsin Statutes Sections  
19.84 (Public notices)  
19.85 (Exemptions)  
19.86 (Notice of collective bargaining negotiations)  
111.70 (Municipal employees)

CROSS REF.: 171.1, Public Notification of Board Meetings

APPROVED: May 14, 1997

REVISED: December 3, 2014

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

174

### BOARD ORGANIZATIONAL MEETING

The Board shall elect a President, Vice-President, Clerk and Treasurer on or before the 4<sup>th</sup> Monday in May, to serve for one year or until their successors are chosen,

The President may not be eligible for more than two consecutive one-year terms.

LEGAL REF.: Section 120.05 Wisconsin Statutes

CROSS REF.: 141.1, Appointed Board Officials (Board Secretary)

APPROVED: May 14, 1997

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**SCHOOL DISTRICT MEETINGS**

Every District elector is eligible to vote at an annual or special District-wide meeting of the School District of South Milwaukee. Challenges of voter eligibility will be handled in accordance with state law.

Annual Meeting

The Board shall set the date of the annual meeting of the School District of South Milwaukee pursuant to the direction of the electors at an annual meeting. No annual meeting may be held before May 15 or after September 30.

Before the annual meeting, the Board shall meet to examine the Treasurer's accounts and to prepare a full itemized written report, including those items required by law, which shall be presented and read at the annual meeting.

The District secretary, on behalf of the Clerk, shall copy the report, with the action taken thereon and all other proceedings of the annual meeting in full in the District record book.

The annual meeting may exercise powers and consider special subjects or items of business as outlined in state law.

Special District Meeting

Special District meetings may be called as outlined by state law. No more than four special meetings may be held between annual meetings to consider or act upon the same subject. Such meetings have the powers of the annual meeting.

Notice of the meetings shall be published as provided by state law. No tax may be voted at a special meeting unless notice thereof is included in the notice.

LEGAL REF.: Sections 120.08 Wisconsin Statutes  
120.09  
120.10  
120.11(3)

APPROVED: September 19, 1990

REVISED: May 14, 1997

**SCHOOL DISTRICT OF SOUTH MILWAUKEE**

181

**RULES OF ORDER**

Roberts' Rules of Order – (Revised, rules for small boards), shall govern Board meeting procedures not specifically covered by Board policy.

APPROVED:      May 14, 1997

REVISED:        December 3, 2014

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

182

### BOARD MINUTES

The District secretary, on behalf of the Board Clerk, shall prepare minutes of Board meetings. The minutes shall contain the following information:

1. all motions and the names of those who made and seconded the motions;
2. roll call votes; and
3. a record of how each member voted (when a vote is not unanimous) as well as the result of the vote.

The Board shall publish Board minutes in the official newspaper in accordance with state law.

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

CROSS REF.: 821, Access to Public Records

APPROVED: May 14, 1997

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

183

### COMMITTEE OF THE WHOLE

The Board shall act as a Committee of the Whole at each meeting to investigate, study and/or act upon recommendations brought for consideration.

The Board President shall appoint delegates, representatives and special Board committees as soon after the May organizational meeting as possible.

LEGAL REF: Sections 19.84 Wisconsin Statutes  
19.85

CROSS REF: 171.1-Rule, Public Notification of Board Meetings

APPROVED: October 22, 1987

REVISED: September 19, 1990  
January 12, 2000  
September 7, 2011

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

190

### RECOGNITIONS FOR ACCOMPLISHMENT

The Board believes in the concept of recognition of students, staff, groups or individuals for outstanding achievements. The Board may recognize and commend such outstanding achievements as:

1. outstanding service to the community and school;
2. honors received for significant contributions;
3. leadership and services to the School District of South Milwaukee and the community;
4. honors received for outstanding performances;
5. offices held and professional assignments completed in education-related activities;
6. recognition deemed appropriate by the Board.

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

APPROVED: May 14, 1997

REVISED: November 17, 1999