

**Whitefish Bay School Board
and
District Administrator
Team Charter**



An Exceptional Place To Learn

School District Vision

The School District of Whitefish Bay, in partnership with families and community, is student-centered with a tradition of educational excellence. We will build upon this tradition by:

- * Empowering students with the knowledge, skills and character necessary to thrive in a changing, global society.
- * Respecting the diversity of our students and engaging them as individual learners in an innovative learning community.
- * Addressing the needs of the whole child in a caring, inclusive environment.

[Focus Plan](#) approved January 11, 2012

Whitefish Bay School Board Goals 2015-2017

- * Strengthen strategic roles through a Growth Mindset.
- * Support progress on the District FOCUS Plan; specifically, high achievement/21st century learning AND the whole child/providing a supportive environment.
- * Investigate quality systems of review for District and School Improvement.

Whitefish Bay School Board Intended Outcomes

- ✓ A successful relationship between the board and the district administrator that supports mutual success and abides by adopted operating principles.
- ✓ A successful planning relationship that engages all stakeholders and supports the continuous improvement of Whitefish Bay schools.

School Board Operating Principles

Leadership: The board provides leadership and vision in strategic, long-range planning for the district.

Representation: The board represents the needs and interests of all students.

Business: The board transacts school district business based on an established agenda. The school board president sets the agenda in connection with the district administrator.

Preparation: The board prepares for meetings by reading provided materials in advance and asking for additional information as needed. These requests are channeled through the district administrator or business manager to the appropriate administrator in order that all meeting participants may be fully prepared. Preparation also includes providing information, relevant to agenda items, to the district administrator, board president and the board and, where appropriate, prior to the meeting.

Confidentiality: Confidential information is clearly identified and shared only among the board members and district administrator and, when deemed appropriate, with other district personnel.

Open, engaged discussions: Each board member is receptive to and respectful of other board members' opinions. The board strives for engaged and effective discussions at all times.

Support for board decisions: Once a decision has been made by the board, board members agree to support the decision. Individual board members have the right to disagree, but once a decision has been made board members agree to support district implementation of the decision.

Follow the school district's chain-of-command: To promote organizational effectiveness, board members uphold the school district's chain-of-command, recognizing that the district administrator is responsible for carrying out school board policies and is charged with the operations of the school district. When individual board members are contacted by a community member about individual school or district issues, they refer the community member to the district personnel most closely related to the situation and inform the community member of the appropriate chain of command. The district administrator is kept informed if appropriate.

Volunteering: Board members participate in the duties of their committee assignments by attending meetings regularly and keeping the board apprised of their participation. Board members also will participate in school district and community events where requested.

Continuous Improvement: Board members are alert to possibilities for the continuous improvement of board practice, process, and policy. Once improvement possibilities are identified, board members discuss them with the board president and district administrator.

**Whitefish Bay School Board
and
District Administrator
Roles and Responsibilities**

District Administrator Responsibilities:

The district administrator serves as the educational leader and chief administrative officer of the school district, having the responsibility for planning, organizing, implementing, and evaluating the operation and goals of the school district, with duties such as,

- Implements the school board’s policy decisions
- Establishes and maintains an organizational system which fosters innovation and excellence in education
- Acts as a catalyst for strategic/long-range planning for the school district that represents visionary thinking
- Provides board with best available information at the time to assist the board in making its decisions.
- Oversees the development and maintenance of effective supervision and evaluation procedures for all employees
- Insures the development and establishment of procedures for continuing curriculum review
- Assumes responsibility for the overall financial planning of the school district
- Exercises leadership in the development and maintenance of positive school-community relationships
- Fulfills all other responsibilities as specified in the job description

School Board Member Responsibilities:

- Determines educational standards and goals for the school district
- Exercises educational leadership and draft policies for the operation of the local schools
- Employs a district administrator
- Authorizes the appointment of teachers and other staff members
- Secures money for school operational needs and building programs and authorizes specific expenditures.
- Expresses and represents the views of the community in matters affecting education
- Interprets the educational program and needs to the community.
- Performs other duties as specified in state law

In order to discharge these varied and necessary responsibilities, school board members rely on the resources available on the district staff, in the community, in other districts, and in a variety of civic and educational institutions, organizations, and professional associations.

Although the school board retains full legislative and judicial authority over the schools, it delegates all executive, supervisory, and instructional authority to its professional staff under the direction of the district administrator.

[Board policies](#), No. 150

School Board President Responsibilities:

- Presides at all school board meetings
- Sets the school board meeting agendas, in connection with the district administrator
- Decides all questions of order, subject to an appeal by a school board member
- Signs appropriate documents on behalf of the school district
- Appoints all standing school board committee chairpersons and representatives
- Performs other duties as specified by state law

[Board policies](#), No. 141

Board Vice President/Clerk Responsibilities:

- Conducts meetings in the absence of the school board president
- Signs all appropriate documents on behalf of the school district
- Sets forth all school board transactions in official school board minutes
- Files annual reports for the previous school year
- Performs other duties as specified in state law

[Board policies](#), No. 141

Board Treasurer Responsibilities:

- Signs all appropriate documents on behalf of the school district
- Serves as chairperson of the finance committee
- Performs duties incident to the office
- Presides at board meetings in the absence of the president and vice president and clerk
- Performs other duties as specified in state law

[Board policies](#), No. 141

Committee Chairperson Responsibilities:

- Calls and presides at all meetings of the chaired committee.
- Prepares, in conjunction with the district administrator and the school board president, an agenda for the chaired committee for posting and distribution.
- Invites citizens, students and staff to provide input on committee business as appropriate.

[Board policies](#), Rule 185