

DISTRICT PHILOSOPHY

The Whitefish Bay School District shall provide a comprehensive quality educational program consistent with the needs of an ever-changing society and consistent with the human and financial resources of the School District. To this end, it is recognized that a statement of educational philosophy is essential to insure that educational program goals and objectives and educational decisions are guided by the School District's philosophy. It is desirable to periodically review the statement of philosophy.

Adoption Date - 5/14/80; 5/13/87; 5/8/96

SCHOOL BOARD LEGAL STATUS

The School Board of the School District of Whitefish Bay is charged by the state with the management and supervision of the public schools of Whitefish Bay. It derives its authority to govern the local schools directly from the constitution of the State of Wisconsin and the Wisconsin Statutes.

It is the intent of the School Board to develop a pattern of organization which will facilitate the local control of schools and the full implementation of the laws of the state in the most effective and efficient manner.

The School Board will consist of seven (7) members elected at large by a plurality vote cast by the qualified electors of the School District. Each member shall be elected for a three (3) year term, unless it is necessary to fill an unexpired term.

Adoption Date	-	7/9/75; 12/10/86; 5/8/96
Legal Reference	-	Chapter 120 Wis. Stats.

SCHOOL BOARD ELECTIONS

The Director of Business Services shall be designated Deputy Clerk for elections and shall conduct such elections as set forth in state law.

Adoption Date	-	4/8/87; 5/8/96
Legal Reference	-	Sections 7.02(2)(a); 11.05(2)(g); 8.30(2); 120.67(7)(a) Wis. Stats.

SCHOOL BOARD OFFICERS

The officers of the School Board shall be the President, Vice-President & Clerk, and Treasurer. The election of officers shall be held at the Organizational Meeting of the School Board held on the fourth Monday in April. A member is limited to three (3) consecutive years in any one (1) office of the School Board.

Duties of School Board Officers

The School Board President will:

1. Preside at all School Board meetings.
2. Set the School Board meeting agendas, in connection with the District Administrator.
3. Decide all questions of order, subject to an appeal by any School Board member.
4. Sign appropriate documents on behalf of the School District.
5. Appoint all standing School Board committee chairpersons and representatives.
6. Perform other duties as specified in state law.

The Vice-President & Clerk will:

As Vice-President:

1. Conduct meetings in the absence of the School Board President.
2. Perform other duties as specified in state law.

As Clerk:

1. Sign all appropriate documents on behalf of the School District.
2. Set forth all School Board transactions in official School Board minutes.
3. File annual reports for the previous school year.
4. Perform other duties as specified in state law.

The Treasurer will:

1. Sign all appropriate documents on behalf of the School District.
2. Serve as chairperson of the Finance Committee.
3. Perform duties incident to the office.
4. Preside at board meetings in the absence of the President and Vice-President & Clerk.
5. Perform other duties as specified in state law.

Adoption Date	-	7/9/75; 12/10/86; 12/9/92; 5/8/96; 10/8/03
Legal Reference	-	Sections 120.05, 17.13, 34.06, 120.15, 120.16, 120.17 Wis. Stats.

APPOINTED REPRESENTATIVES OF THE SCHOOL BOARD

A School Board member and, if appropriate, an alternate, shall be appointed by the School Board President to the following organizations or program areas:

Bi-Board
Cooperative Educational Service Agency
Chapter 220 Planning Council
Community Advisory Council for Human Growth & Development
Curriculum Evaluation Council
Legislation
Milwaukee Area Technical College
Recreation & Community Education Advisory Committee
Southeastern Wisconsin School Alliance
Staff Development Committee
Staff Recognition
Superintendent's Advisory Council
Wisconsin Association of School Boards
Whitefish Bay Foundation
Whitefish Bay Public Education Foundation

Adoption Date - 7/9/75; 12/10/86; 12/09/92; 5/8/96; 5/14/03

SCHOOL BOARD POWERS AND DUTIES

The School Board has complete and final control over local school matters subject to limitations imposed by state and federal laws and regulations, and, of course, the will of local residents as expressed in School District elections. The School Board believes its major responsibilities are:

1. To determine educational standards and goals for the School District.
2. To exercise educational leadership and draft policies for the operation of the local schools.
3. To employ a District Administrator.
4. To authorize the appointment of teachers and other staff members.
5. To secure money for school operational needs and building programs and to authorize specific expenditures.
6. To express and represent the views of the community in matters affecting education.
7. To interpret the educational program and needs to the community. In order to discharge these varied and necessary responsibilities, the School Board will rely on the resources available on the 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 and operation to its professional staff under the direction of the District Administrator.

Adoption Date	-	12/10/86; 5/8/96
Legal Reference	-	Sections 120.12; 120.13 Wis Stats.

POLICY ADOPTION

All new Board policies and proposed policy revisions with major content changes shall adhere to the following process:

1. Placement on the meeting agenda for the Personnel & Policy Committee for review and recommendation to the full Board.
2. Placement on the Board meeting agenda for first reading and distribution as a proposed new or revised policy.
3. Discussion after the first reading with an opportunity for concerned groups or individuals to react to the policy proposal.
4. Redrafting, if so directed as a result of the first reading, and placement on the next Board meeting agenda.
5. Action by the Board after the second reading.

Revisions to the proposed policy at full Board review stages will not require repetition of the sequence as to those revisions, unless the Board so directs. On matters of unusual urgency, the Board may waive the two reading requirement and take immediate action to adopt a revision to an existing Board policy. When such immediate action is necessary, the district administrator will inform concerned groups or individuals regarding the reasons for this procedure.

Proposed policy revisions limited to style or minor content changes may be presented and adopted at the same Board meeting.

The formal adoption of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Policies and revisions to policies shall be effective immediately upon adoption, unless a specific date is provided in the adoption resolution.

When necessary, administrative rules and relevant exhibits will be developed and included in the Board policy book to accompany the policy with which they are associated. Administrative rules are intended to provide additional guidance to assist the implementation of Board policies.

Typically, any administrative rules and exhibits will be developed early in the policy adoption process to provide clarity regarding the implications of the policy proposal under consideration. The Board may review and discuss the contents of administrative rules and exhibits to ensure consistency with the policy under consideration, but typically will not take formal action to approve administrative rules and exhibits.

When there is a need to change administrative rules and/or exhibits, the School Board will be informed of the proposed changes and given an opportunity to provide corrective guidance as needed.

Adoption Date -- 11/7/01

SCHOOL BOARD MEMBER AUTHORITY

All School Board action shall require a majority vote of the entire School Board at a properly constituted School Board meeting except as otherwise provided by law. No member or School Board committee shall commit the School Board to any action.

Adoption Date	-	7/9/75; 12/10/86; 5/8/96
Legal Reference	-	Sections 19.88; 120.11(1) Wis. Stats.

SCHOOL BOARD MEMBER COMPENSATION AND EXPENSES

The salaries for School Board members shall be fixed annually by the electors at the annual meeting. Board members shall be reimbursed for actual and necessary travel expenses in accordance with guidelines printed on the *School District of Whitefish Bay Travel Reimbursement Form*.

Adoption Date	-	7/9/75; 12/10/86; 5/8/96
Legal Reference	-	Sections 120.10(3) & (4) Wis. Stats.

MEETINGS OF THE SCHOOL BOARD

The purpose of School Board meetings is to conduct business of the School District. Such business can legally be transacted only when School Board members are meeting together in legal sessions. There are three general types of meetings of the School Board: Regular Business Meetings, Special School Board Meetings, and Closed School Board Meetings. In addition, committee meetings of the School Board may be held for the purpose of receiving information regarding school programs or issues and for open discussion of proposals under consideration by the School Board.

Adoption Date	-	7/9/75; 12/10/86; 5/8/96
Legal Reference	-	Sections 19.84, 19.85, 120.11
Cross Reference	-	171, Regular School Board Meetings 172, Special School Board Meetings 173, Closed Session 175, Annual School District Meeting 185, Board Committees

REGULAR SCHOOL BOARD BUSINESS MEETINGS

The primary purpose of regular business meetings shall be to conduct official business of the schools by the members of the School Board. Regular business meetings are held the second Wednesday of each month at 7:00 p.m. in room 47 of Whitefish Bay High School, 1200 East Fairmount Avenue. On occasion, such meetings may be held at other times and places.

Adoption Date	-	9/11/74; 12/10/86; 10/9/91; 5/8/96; 2/11/98
Legal Reference	-	Section 19.84 Wis. Stats.
Cross Reference	-	171.1, Public Notification of Board Meetings 171.2, Agenda Preparation and Dissemination

PUBLIC NOTIFICATION OF BOARD MEETINGS

The public is entitled to the fullest and most complete information regarding the affairs of the school as is compatible with the conduct of school affairs and the transaction of school business. In order to apprise members of the public and of the news media of the time, place and subject matter of a meeting and afford a reasonable opportunity to attend, notices of all meetings of the Whitefish Bay School Board shall be given by publication of a notice or news story in the Milwaukee Journal Sentinel's Community Now section, other news media who request such notices and through posting of meeting agendas on the official Whitefish Bay School District bulletin boards located at Whitefish Bay High School, Whitefish Bay Village Hall, and the bus turn-around at Hampton and Bartlett.

Generally, such notices shall be posted twenty-four hours in advance of the meeting. Emergency meetings may, on occasion, be posted no less than two (2) hours prior to the commencement of such meeting and shall include the time and place of the meeting and a summary of the proposed agenda. If the publication of the Milwaukee Journal Sentinel's Community Now section makes such publication of notice impractical, the Milwaukee Journal Sentinel's Community Now section and other requesting media shall nonetheless be given notice of the time, place and subject matter of the meeting either by telephone, mail, fax or e-mail.

The Community Now section, published by the Milwaukee Journal Sentinel, shall be designated as the official publication newspaper for the School District.

Adoption Date	-	9/11/74; 12/10/86; 5/8/96; 9/17/08
Legal Reference	-	Sections 19.84, 19.85, 120.11 Wis. Stats.
Cross Reference	-	

AGENDA PREPARATION

The School Board agenda is set through a process of consultation between the School Board President and the District Administrator.

Individual School Board members, community members, community organizations, or staff members may submit agenda items to the School Board President or the District Administrator. The School Board President may assign the agenda item to a committee. The committee chairperson, in consultation with the School Board President and the District Administrator, will decide when to place the item on a committee agenda.

A School Board agenda may be amended at School Board meetings by a majority vote of the School Board members present. New items to the School Board agenda may not be discussed until adequate notice has been provided to the public so they may be present for discussion.

Adoption Date	-	1/13/93; 5/8/96
Cross Reference	-	171.2, Exhibit, Agenda Format

REGULAR SCHOOL BOARD MEETING AGENDA

In order to provide for the orderly conduct of all regular business meetings, the following general format shall be established:

- Call to Order/Roll Call
- Statement of Meeting Notice
- Approval of Agenda
- Public Comment or Public Participation on Agenda Items
- Communications/Public Forum
- The Good News/Campus Reports/District Report
- Approve Consent Agenda
 - Minutes
 - Disbursements and Treasurer's Report
 - Other Routine Items (as listed)
- Action Items
- Information Reports/Discussion Items When Scheduled
- Committee and Representative Reports When Scheduled
- Public Comment or Public Participation on Agenda Items
- Future Agenda Items
- Announcements
- Adjournment

Any item on the consent agenda might be removed and placed elsewhere in the regular meeting agenda at the request of any board member.

Adoption Date - 3/14/79; 12/1/0/86; 10/9/91; 12/9/92; 5/8/96;
4/11/01; 9/2/05; 6/27/07

SPECIAL SCHOOL BOARD MEETINGS

On occasion, it is necessary for the School Board to meet and take formal action on issues that cannot be delayed until regular business meeting dates. Special meetings of the School Board shall be called as provided in Section 120.11 of the Wisconsin Statutes. The School Board may transact any business at a special meeting that is permitted at regular business meetings.

Adoption Date	-	9/11/74; 12/10/86; 5/8/96
Legal Reference	-	Sections 19.84, 120.11(2) Wis. Stats.

CLOSED SCHOOL BOARD MEETINGS

All meetings of the School Board and its committees will be open to the public except those meetings authorized to convene in a closed session under one or more of the exemptions provided for by state law. Such exemptions include, but are not necessarily limited to, the following:

1. Deliberating after any judicial or quasi-judicial trial or hearing.
2. Considering dismissal, demotion, licensing, or disciplining of any School 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 will contain a statement that the employee has the right to demand that the evidentiary hearing or meeting be held in open session.
3. Considering employment, promotion, compensation, or performance evaluation data of any School Board employee.
4. Considering specific applications of probation or parole, or considering strategy for crime detection or prevention.
5. 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.
6. Considering financial, medical, or personal histories, or disciplinary data of specific persons, preliminary consideration of specific persons except where paragraph (2) 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.
7. Conferring with legal counsel for the School Board, or one of its committees, who is rendering oral or written advice concerning strategy to be adopted by the School Board with respect to litigation in which it is or is likely to become involved.
8. Considering requests for confidential written advice from the ethics board or from any local government ethics board.

Adoption Date	-	9/11/74; 12/10/86; 5/8/96
Legal Reference	-	Section 19.85 Wis. Stats.
Cross Reference	-	171.1, Public Notification of Board Meetings

ANNUAL SCHOOL DISTRICT MEETING AND BUDGET HEARING

The annual meeting and budget hearing shall be held on the first (1) Wednesday in September at 7:00 p.m. unless the electors at one annual meeting determine to thereafter hold the annual meeting on a different date or hour, or authorize the School Board to establish a different date or hour. No annual meeting may be held before May 15 or after September 30. The annual meeting and budget hearing shall be advertised in the Milwaukee Journal Sentinel's Community Now section at least fifteen (15) days prior to the meeting in a Class 2 notice and again no more than eight (8) days nor less than one (1) day before the annual meeting.

Additionally, an annual bulletin and/or a notice of the annual meeting and budget hearing shall be prepared by the Director of Business Services and distributed to each family in the Village at least ten (10) days prior to the annual meeting.

The purpose of the annual meeting is to provide all qualified electors of the School District an opportunity to meet, discuss, and vote on matters relating to the affairs of the School District.

The powers of the annual meeting are defined in state law.

Adoption Date	-	9/11/74; 4/8/87; 12/10/86; 5/8/96; 12/1/99; 9/17/08
Legal Reference	-	Sections 65.90(3)(a), 120.08(1)(a)(c); 120.10 Wis. Stats.

RULES OF ORDER

All meetings shall be conducted under the current edition of Robert's Rules of Order Newly Revised.

Adoption Date - 7/9/75; 5/8/96

QUORUM

A majority of the members of the School Board shall constitute a quorum.

Adoption Date - 5/8/96
Legal Reference - Section 120.11(1)

SCHOOL BOARD VOTING METHODS

A majority of the members of the School Board shall constitute a quorum at a regular or special School Board meeting. All School Board action shall require a majority vote of School Board members participating at a properly constituted School Board meeting except as otherwise provided by law or individual School Board Policy.

Adoption Date	-	7/9/75; 12/10/86; 5/8/96; 7/21/04
Legal Reference	-	Sections 19.88, 120.11(1) Wis. Stats.

SCHOOL BOARD COMMITTEES

There shall be three (3) School Board committee formats: standing committees, committee-of-the-whole, and ad hoc.

The purpose of each committee format is to expedite the work of the School Board and to advance reasoned recommendations to it. Only the School Board meeting in a legally constituted session can formally act and decide upon committee recommendations.

A majority of the committee members on any committee shall vote to forward recommendations, together with supportive documents and data, to the full School Board for consideration and action. Each member shall have one (1) vote and the vote shall be recorded in the minutes of the meeting. No member or School Board committee shall commit the School Board to any action.

Standing committees shall consist of one (1) member designated as chairperson with remaining School Board members serving as committee membership. The School Board President shall appoint committee chairpersons. The following standing committees shall be constituted:

Instruction Committee
Finance Committee
Personnel & Policy Committee
Buildings & Grounds Committee

A standing committee shall meet regularly and as often as necessary to accomplish its goals and to consider matters referred to it for study and recommendation. However, in order to facilitate public participation, standing committee and committee-of-the-whole meetings shall be conducted on the fourth Wednesday night of each month, starting at 7:00 p.m. and conducted in the same location as the regular School Board meetings, and scheduled sequentially to enable interested persons to attend all of the meetings scheduled for that evening. On occasion, such meetings may be held at other times and places.

Committee-of-the-whole meetings shall involve the full School Board and shall be called and chaired by the School Board President, or his/her designee, to address such special issues as deemed necessary and desirable.

Committee meetings of the School Board may be held for the purpose of receiving information regarding school programs or issues and for open discussion of proposals under consideration by the School Board.

An ad hoc committee may be appointed by the School Board President for a specific purpose over a defined period of time and shall be dissolved when its purpose is fulfilled.

All committee meetings shall be governed by the current edition of Robert's Rules of Order Newly Revised.

Adoption Date	-	7/9/75; 12/10/86; 11/13/91; 5/8/96; 10/8/03
Legal Reference	-	Section 19.84 Wis. Stats.
Cross Reference	-	185 Rule, Board Committee Guidelines 171.1, Public Notification of Board Meetings 171.2, Agenda Preparation 187, Public Participation at Board Meetings

SCHOOL BOARD COMMITTEE GUIDELINES

1. Ex-officio Membership

The District Administrator, or his/her designee, shall serve as an ex-officio member of each constituted committee.

2. Committee Procedures

A. The committee chairperson, or designee, shall preside at all committee meetings.

B. Quorum: Four members of a committee shall constitute a quorum.

C. Order of business: The order of business shall generally include:

- 1) Call to Order by Chairperson
- 2) Discuss Agenda Items
- 3) Public Comments or Public Participation on Agenda Items
- 4) Adjournment

By a two-thirds (2/3) vote of members present at any meeting, the order of business may be set aside or amended for that meeting.

D. All members of the School Board shall be given advance notice of all committee meetings.

3. Duties of the Chairperson

The duties of the chairperson shall be to:

A. Call and preside at all meetings of the committee.

B. Prepare, in conjunction with the District Administrator and the School Board President, an agenda for posting and distribution at least twenty-four hours in advance of the meeting. In the case of an emergency, the meeting may be posted two (2) hours prior to the commencement of such meeting and shall include the time and place of the meeting and a summary of the proposed agenda.

C. Invite citizens, students and staff to provide input on committee business as appropriate.

Adoption Date - 12/9/92; 5/8/96; 10/8/03

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

All regular business, committee and special meetings of the School Board will be open to the public, except as otherwise provided by law and Board policy. Because the School Board desires to hear the viewpoints of citizens throughout the School District, it will schedule one or more periods during each meeting for public comment on agenda items or employ other methods to seek public input on items on the agenda. In addition, the School Board may schedule one or more public forum periods during each meeting wherein the public may comment on non-agenda items. Board members may reply to questions or comments made on topics not included on the agenda, but no action will be taken on any item not part of the posted agenda. It may set a time limit on the length of each period and/or a time limit for individual speakers.

Comments and questions during the Public Comment or Public Participation period on Agenda Items at regular business and committee meetings must deal with items listed on the agenda. Comments, questions or participation at special meetings must relate to the call of the meeting.

The School Board President will be responsible for recognizing all speakers who must properly identify themselves, for maintaining proper order, for adhering to any time limits set and for managing other methods for public input. Questions related to agenda items asked by the public will, when possible, be answered immediately by the President or referred to staff members present for reply. Questions requiring investigation will be referred to the District Administrator for consideration and later response.

Adoption Date	-	12/10/86; 5/8/96; 8/5/98
Cross Reference	-	173, Closed Sessions 187 Rule, Public Participation at Board Meeting Guidelines 171.2, Agenda Preparation

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS GUIDELINES

The public is invited to attend open School Board meetings and will be given time to express viewpoints or participate in structured activities to generate public input on agenda items subject to reasonable controls over the length of presentations or participation and the particular time when members of the public will be heard.

In all instances when participation is through public comment/activities, the speaker will identify himself/herself before speaking, state his/her address, and note on whose behalf he/she is speaking.

The School Board when employing public comment will hear citizens in accordance with the following practices:

Authority of School Board President/Committee Chairperson

The School Board President/Committee Chairperson is responsible for the orderly conduct of the meeting and will rule on such matters as time limits and pertinence of the topic to the agenda.

If an immediate response to an agenda related question raised by a member of the public is appropriate, the School Board President/Committee Chairperson may reply or ask the District Administrator or another School Board member to do so. Otherwise questions will be referred to the District Administrator and/or appropriate School Board committee for investigation and later response. The School Board President/Committee Chairperson/other School Board members may not respond to non-agenda related questions or comments.

The School Board President/Committee Chairperson may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The School Board as a whole will have the final decision in determining the appropriateness of all such ruling.

The School Board President/Committee Chairperson may request that visitors who create disturbances at School Board meetings be removed from the meeting room.

Speaking to Agenda Items

When speaking to agenda items at regular business, committee or special meetings, a speaker:

1. Must be recognized by the School Board President/Committee Chairperson before speaking.
2. May be heard under "Public Comment/Participation" at the beginning and end of a regular business meeting agenda.
3. May be heard when recognized by the School Board President/Committee Chairperson at other meetings.
4. Will generally be allowed to speak once per agenda item.
5. Will be permitted to speak for a time period established by the School Board President/Committee Chairperson but normally will not exceed five (5) minutes.

Speaking to Non-Agenda Items

When speaking to non-agenda items at regular business, committee or special meetings, a speaker:

1. Must be recognized by the School Board President/Committee Chairperson before speaking.
2. May be heard under "Communications/Public Forum" at the beginning of a regular

- business meeting.
3. May be heard when recognized by the School Board President/Committee Chairperson at other meetings.
 4. Will be permitted to speak for a time period established by the School Board President/Committee Chairperson but normally will not exceed five (5) minutes.
 5. Board members and administrators may reply to questions or comments made on topics not included in the agenda, but no action can be taken on any item that had not been part of the posted agenda.

Adoption Date	-	1/13/93; 5/8/96; 8/5/98
Cross Reference	-	870, Public Questions/Inquiries

SCHOOL BOARD USE OF ELECTRONIC MAIL (E-MAIL)

The Board of the School District of Whitefish Bay acknowledges that the Open Meetings Law of the State of Wisconsin requires that public bodies conduct their business in public. In addition, the Wisconsin Public Records Act requires public bodies to provide, upon request of the public, records maintained by the public body.

Electronic mail messages represent a form of communication that is subject to the Open Meetings Law and the Public Records Act. Therefore, board members will confine the use of electronic mail for the purpose of communicating regarding School Board business to the following matters:

1. Messages between board members or between board members and employees that do not involve interactive exchange of opinions constituting discussion, deliberation or decision-making on subjects within the authority of the School Board.
2. Potential meeting agenda topics between the District Administrator and the School Board President.
3. Board meeting agendas and accompanying public record information concerning items on the agendas.
4. Requests for public information pertaining to school district operations.
5. Responses to questions posed by members of the public, administrators or school staff.

Communication via e-mail should not be accompanied by an expectation of privacy as messages that have been deleted still may be accessible and may be subject to disclosure under the Public Records Act unless an exemption applies.

Board members shall be provided an e-mail account on the school district file server. These accounts will be managed and archived by the school district who will act as the legal custodian of such records on behalf of board members as allowed by law. Official e-mail communications to board members will be sent to the members account on the district file server and be copied to the board member's personal e-mail account upon their request. Replies to electronic mail messages by board members are expected to be made via the district electronic mail system, which allows the district to archive the return message.

Board members who use a private e-mail account for official business or who receive e-mail messages at a private e-mail address related to official business are encouraged to forward any such electronic mail messages to their district mail account. Board members who chose not to forward and reply to messages via the district electronic mail server accept responsibility for compliance with the Wisconsin Public Records Act.

Adoption Date	--	7/13/05
Legal Reference	--	Chapter 19 & 120, Wis. Stats.