

Policy Manual Index Series 100 – Board of Education

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PHILOSOPHY OF EDUCATION

The Pecatonica Area School District exists for the purpose of providing the greatest possible opportunity for the educational growth of each child. The opportunity for growth is dependent upon two components: the quality of teaching and the environment for learning. The District is committed to employing qualified, well-trained, knowledgeable, and dedicated teachers to maintain a high level of instruction, and to providing a quality educational environment in the form of buildings, equipment, and instructional materials for children to use in acquiring knowledge.

This School District has a responsibility to preserve the mutual respect which exists between the schools and community. The School District's citizenship role is one that leads and reflects society. Our continuing sense of pride in community effort and the quality of its people readily assist the fulfillment of this role.

LEGAL REF.: 118.30(lg) Wisconsin Statutes

CROSS REF.: Policy 310 – Instructional Goals
 411 – Equal Educational Opportunities

APPROVED: January 19, 1987

REVISED: February 10, 2003
 July 20, 2009

SCHOOL DISTRICT LEGAL STATUS

The legal basis for public education in the school district is vested in the will of the people as expressed in the Wisconsin Constitution. Public education is primarily a state responsibility and a local school district's function.

The official name of this school district is the "PECATONICA AREA SCHOOL DISTRICT". It is classified as a common school district and includes the towns of Blanchard, Argyle, and Fayette in Lafayette County; the towns of Ridgeway, Moscow, Brigham, and Waldwick in Iowa County; the town of Perry in Dane County; the towns of Adams and York in Green County; and the villages of Blanchardville in Iowa and Lafayette Counties and Hollandale in Iowa County.

Educational services of the school district shall be organized as a program of instruction for grades 4-Kindergarten through twelve. The District shall be operated as a single system by the Board of Education under the direction of the district administrator.

The Pecatonica Area School District shall consist of a 4K-5 elementary school and a 6-12 secondary school. The Board may authorize the district administrator to establish other special classrooms or programs as necessary.

LEGAL REF.: 115.01(3) Wisconsin Statutes

APPROVED: December 17, 1990

REVISED: July 20, 2009

SCHOOL BOARD LEGAL STATUS

The Board of Education derives its authority to govern the local schools directly from the Wisconsin Constitution and the state statutes. Pecatonica Area School District is organized as a 4K-12 common school district; therefore, the Board shall govern accordingly.

NUMBER OF BOARD MEMBERS

The Board shall consist of seven (7) members elected at large, and up to two student representatives (non-voting) as selected by high school administration.

TERMS OF OFFICE

The regular terms of the school board members shall be three (3) years except as otherwise provided by law. Student representatives may serve up to two (2) consecutive years.

LEGAL REF.: 17.26 Wisconsin Statutes
19.01
120.06(4)

CROSS REF.: Policy 133 – Filling Board Vacancies
161 – Board Member Authority
442 - Student Representative(s) on School Board

APPROVED: January 19, 1987

REVISED: July 20, 2009
March 20, 2023

SCHOOL BOARD ELECTIONS

The Board of Education of the Pecatonica Area School District shall be elected at the general spring election of each year, following the procedure outlined for such election by the state statutes.

Board members shall be elected at large by a plurality vote of the electors of the District. Two members shall be elected each year, with the exception of every third year when three members will be elected.

Elected Board members' terms of office shall commence on the fourth Monday in April. Before taking the office, Board members must take and sign an oath of office administered by the school district clerk.

LEGAL REF.: 17.26 Wisconsin Statutes
19.01

CROSS REF.: Policy – 131.1 Board Member Qualifications

APPROVED: January 19, 1987

REVISED: February 10, 2003
July 20, 2009

BOARD MEMBER QUALIFICATIONS

Any citizen who is a qualified elector of the Pecatonica Area School District at the time of filing a Declaration of Candidacy shall meet the minimum qualifications necessary for election to the Board of Education.

Additionally, no person may hold any state or local elected office or have his/her name placed on the ballot for any state or local elected office in Wisconsin if the person has been convicted of a felony in any court in the United States unless the person has been pardoned of the conviction.

A qualified elector is defined in Wis. Stat. § 6.02, as a U.S. citizen, 18 years of age or older, who has resided in the election district for at least 28 consecutive days before any election at which he or she offers to vote (and who is not disqualified by virtue of one or more of the impediments described in Wis. Stat. § 6.03).

In addition, it is expected that members of the Board of Education have a genuine interest in and devotion to public education, a willingness to give time and effort to the work, a capacity for understanding people, and the ability to work cooperatively with others.

LEGAL REF.: 120.05(1)(d) Wisconsin Statutes
 120.06 (2),(4)
 Article XIII, Section 3 (2), (3), Wis. Constitution.

APPROVED: January 19, 1987

REVISED: February 10, 2003
 July 20, 2009
 November 18, 2013

BOARD MEMBER RESIGNATIONS

School board member resignations shall be made in writing to the Board Clerk. If the Board Clerk is resigning the resignation shall be submitted to the Board President. A resignation will become effective upon the date specified in the letter of resignation or, if no date is specified, upon delivery of the letter of resignation to the designated person. The designated person shall be responsible for notifying the Board of the resignation.

When a Board member ceases to be a resident of the District or remains absent from the District for a period exceeding sixty (60) days, or is convicted of a felony, his/her board member seat shall be considered vacant. The Board shall fill the vacancy in accordance with state laws and established procedures.

LEGAL REF.: 17.01 (11) and (13) Wisconsin Statutes

CROSS REF.: Policy 133 – Filling Board Vacancies

APPROVED: January 19, 1987

REVISED: July 20, 2009
November 18, 2013

FILLING BOARD VACANCIES

In the event a vacancy occurs on the Board due to the death, resignation, removal from office of the incumbent, or other just causes as outlined by state law, the vacancy shall be filled by appointment of the remaining members.

A Board vacancy shall be advertised throughout the District, and a specified time period shall be set for accepting candidate applications from qualified electors of the District. The full Board shall screen all candidates interested in filling the Board vacancy.

Candidates to fill a Board vacancy shall be considered at an open meeting, unless there are exceptional reasons to consider the candidate(s) in closed session. The Board may consider candidates in closed session only if the discussion involves financial, medical, social, or personal histories or disciplinary data which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidate(s).

The selected candidate will be determined by majority vote of the Board. The candidate selected to the vacancy shall, pending acceptance and filing the oath of office, be seated at the next meeting of the Board.

Each appointee shall hold office until a successor is elected and takes office according to state law.

LEGAL REF.: 17.035 Wisconsin Statutes
 19.84
 19.85
 19.88(1)
 120.06(12)

CROSS REF.: Policy 131 – School Board Elections
 Policy 173 – Closed Sessions

APPROVED: January 19, 1987

REVISED: November 18, 1991
 July 20, 2009
 October 16, 2023

BOARD OFFICERS

Following the spring election, the Board shall hold their organizational meeting and select Board officers for the year. The Board officers shall consist of a President, Vice-President, Clerk, and Treasurer.

If a Board Officer, other than the President, is unable to discharge his/her duties due to absence or disability, the Board shall appoint another Board Member to discharge the officer's duties for the duration of the absence or disability.

Duties of President:

1. Act as Chairperson of all Board meetings and see that minutes of the meeting are properly recorded, approved and signed.
2. Countersign all disbursements
3. Appoint all Board Committees, except as otherwise provided by the Board.
4. Perform such other duties as prescribed by law or by the Board.

Duties of Vice-President:

1. Perform the duties assigned to the President in the event of the latter's absence or inability to act.

Duties of Treasurer:

1. Approve all account books of his/her office and all the money received and disbursed by him/her, specifying particularly the sources from which it was paid.
2. Present to the annual meeting a written statement of all money received by him/her during the preceding year, and of each disbursement made by him/her.
3. Countersign all disbursements.
4. Perform such other duties as prescribed by law or by the Board.

Duties of Clerk:

1. Countersign all disbursements.
2. Keep accurate minutes of all Board meetings and enter the minutes into the official record book of the District.
3. Have the authority to administer the oath of office to school board members.
4. Perform such other duties as prescribed by law or by the Board.

LEGAL REF.: 120.05 Wisconsin Statutes
120.15
120.16
120.17

APPROVED: January 19, 1987

REVISED: July 20, 2009

SCHOOL ATTORNEY

The Pecatonica Area Board of Education may appoint an attorney(s) for the District. The attorney shall act as legal counsel for the Board and the administration and shall give legal advice on all matters pertaining to public schools in the District.

Legal advice shall be obtained through the Board President or the District Administrator, unless otherwise specified by the Board.

LEGAL REF.: 120.10(14) Wisconsin Statutes
 120.13(9m)
 120.15(2)-(4)

APPROVED: January 19, 1987

REVISED: July 20, 2009

SCHOOL BOARD POWERS AND DUTIES

The Board shall represent and act for the State in providing the District with the kind of educational programs and facilities required or permitted by law.

Specifically, the Board shall:

- a. Make all decisions and conduct all school business at legally held Board meetings.
- b. Establish policies for the enforcement of state law and the governance of the school district.
- c. Select a district administrator to serve as chief executive of the school district.
- d. Establish necessary rules and regulations to ensure the safety, welfare, and progress of the students and staff.
- e. Approve the curriculum and all programs established to educate students enrolled in the District.
- f. Establish qualifications for professional and support staff members and approve the organization pattern and employment of qualified staff members.
- g. Recommend a budget and tax levy to the electorate prior to the annual meeting which is sufficient to discharge the above responsibilities.
- h. Perform the specific Board duties and responsibilities and exercise the specific Board powers as provided for in the state statutes.

In addition, the Board may do all things reasonable to promote the cause of education, including establishing, providing and improving District programs, functions and activities for the benefit of students.

LEGAL REF.: 118.001 Wisconsin Statutes
120.10

CROSS REF.: 110 – Philosophy of Education
151 – Board Policy Development
151.4 – Board Review of Administrative Rules Policy 161 – Board Member Authority
220 – District Administrator
221.1 – Recruitment and Selection of District Administrator
310 – Instructional Goals

APPROVED: January 19, 1987

REVISED: July 20, 2009

BOARD POLICY DEVELOPMENT

Adoption of new policies or changing existing policies is solely the responsibility of the Board of Education. Policies will be adopted and/or amended only by the affirmative vote of majority of the members of the Board when such action has been scheduled on the agenda of a regular or special meeting.

The Board will adhere to the following procedure in considering and adopting policy proposals to ensure that they are well examined before final action:

1. Information Item – distribution with agenda (this may be an announcement that a policy is being developed in a particular area and that interested persons may submit suggestions).
2. First Reading – Interaction between Board and Administration; Board discussion and direction for any redrafting.
3. Second Reading – Discussion, adoption/rejection.

Amendments to the policy at the Second Reading will not require repetition of the sequence, unless the Board so directs.

Policies will be effective upon adoption or the date set by the Board. The date will ensure that the affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

Non substantive changes (i.e. grammatical corrections, updates to legal or cross reference sections) may be made outside of this formal adoption process. Any non substantive changes will be brought before the board for informational purposes.

CROSS REF.: 150 - School Board Powers and Duties
 151.3 - Administration in Policy Absence
 151.4 - Board Review of Administrative Rules 823
 823 - Access to Public Records

APPROVED: December 17, 1990

REVISED: July 20, 2009
 May 16, 2022

ADMINISTRATION IN POLICY ABSENCE

In cases where emergency action must be taken and the Board has provided no policy guidelines, the district administrator/designee shall have the authority to act. It shall be the duty of the district administrator/designee to inform the Board President promptly of such action and of the need for policy.

APPROVED: January 19, 1987

REVISED: November 18, 1991
July 20, 2009

BOARD REVIEW OF ADMINISTRATIVE RULES

The district administrator and his/her administrative staff shall have authority to develop District rules and regulations which help implement Board policies.

The Board reserves the right to review and veto administrative rules that the Board judges to be inconsistent with statutory law, case law, or Board policies.

CROSS REF.: 151- Board Policy Development
 233 - Rules and Policy Implementation

APPROVED: January 19, 1987

REVISED: November 18, 1991
 July 20, 2009

BOARD MEMBER AUTHORITY

School Board Members may legally transact business only when they are meeting together as a Board during a legally called session. Members will not make decisions for the Board apart from action made at a legally constituted sessions of the Board and will support the decision on the majority vote until such decisions may be rescinded by future Board action. Members of the Board will refer questions and complaints only to the District Administrator or to the Board and will not act upon any questions or complaints until brought before the Board in accordance with established policies. Board members will mutually support and protect each other, the administrative officers and the staff from unwarranted or biased criticism.

The Board and its members will not infer, assume, or undertake the administrative function of education. Such inference, assumptions, or undertakings would result in the neglect and conflict of ability to perform the Board's responsible – legislative function.

LEGAL REF.: 120.15 – 120.17 Wisconsin Statutes

CROSS REF.: 141 – Board Officers
 150 – School Board Powers and Duties
 165 – School Board Member Code of Ethics

APPROVED: January 19, 1987

REVISED: July 20, 2009

NEW BOARD MEMBER ORIENTATION

The Pecatonica Area Board of Education and Administrative staff shall educate new Board members on board function, policies, and procedures.

- A. New Board members will be invited to meet with the District Administrator and Board President to discuss Board functions, board meeting materials, policies, procedures, and responsibilities.
- B. New Board members will receive a copy of the Pecatonica Area School District Policy manual.
- C. New Board members will be encouraged to attend conferences and meetings conducted by the Wisconsin Association of School Boards.

CROSS REF.: 161 Board Member Authority
 163 Board Member Development Opportunities
 164 Board Member Compensation and Expenses

APPROVED: January 19, 1987

REVISED: July 20, 2009

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The Board encourages the participation of its members at appropriate school board conferences, conventions, seminars, and workshops. The District shall reimburse members for travel and other necessary expenses.

It shall be the policy of the Pecatonica Area School District Board of Education to maintain membership in the Wisconsin Association of School Boards (WASB). The Board shall seek the participation as fully as possible in the activities of said organization. Annually, the Board shall select one of its members to represent the Board at the Wisconsin Association of School Boards (WASB) Delegate Assembly.

LEGAL REF: 120.10 (4) Wisconsin Statutes
120.13 (16) & (32)

CROSS REF: 162 - New Board Member Orientation
164 - Board Member Compensation and Expenses
671.1 -Expense Reimbursement

APPROVED: January 19, 1987

REVISED: July 20, 2009

BOARD MEMBER COMPENSATION AND EXPENSES

Board member compensation shall be set at the District's annual meeting. Board members shall receive the following salaries:

President	\$1,050.00
Treasurer	\$1,050.00
Clerk	\$1,050.00
Vice President	\$1,000.00
Member	\$1,000.00

If the Vice President is acting as President for two or more consecutive months, his/her salary will be raised to be commensurate with the President.

All actual and necessary expenses of Board members while on school business shall be reimbursed. The mileage reimbursement shall be the same rate as established for District employees.

LEGAL REF.: 120.10 (4) Wisconsin Statutes
120.13 (16) & (32)

CROSS REF.: 671.2 - Expense Reimbursement
163 - Board Member Development Opportunities
175 - Annual School District Meeting

APPROVED: January 19, 1987

REVISED: January 18, 1993
July 20, 2009
June 17, 2019
January 17, 2022

SCHOOL BOARD MEMBER CODE OF ETHICS

As representatives of all the citizens of the Pecatonica Area School District, school board members are responsible for serving the best interest of the community and its students. The oath of office requires school board members to uphold the laws and Constitutions of the United States and State of Wisconsin. Board of Education members shall adhere to any ethical standards required by law including, but not limited to, laws prohibiting conflicts of interest, laws prohibiting the dissemination of privileged or confidential information, laws governing the holding of open meetings and the circumstances which action may be taken by the Board and laws governing elections and campaign finance.

LEGAL REF.: 19.41 Wisconsin Statutes
 19.59
 946.10
 946.12
 946.13

CROSS REF.: 141 – Board Officers
 150 – School Board Powers and Duties
 161 – Board Member Authority
 870 – Public Complaints

APPROVED: January 19, 1987

REVISED: July 20, 20

SCHOOL BOARD MEMBER CONFLICT OF INTEREST

The Board of Education and individual members shall follow the letter and spirit of the law regarding conflicts of interest. A member of the Board in his/her private capacity may not:

1. Enter into negotiation for any contract if, in his/her capacity as a public official, s/he is authorized or required to take part in the awarding of the contract.
2. As a member in his/her capacity as such officer or employee, participate in the making of a contract in which s/he has a private pecuniary interest, direct or indirect, nor perform in regard to that contract some function requiring the exercise of discretion on his/her part. Having private pecuniary interest is understood to include but is not limited to a personal contract with the Board or the contract of a spouse or family member with the Board.
3. Act in situations that present a conflict of interest, particularly in negotiation for a contract or action requiring Board exercise of discretion in regard to a contract in which a Board member's spouse or family member is a party, said Board member shall abstain from such action. A Board member has a conflict of interest when the Board must act on a matter where an immediate family member who shares a financial interdependency with a board member is involved. Immediate family member: is defined as an individual's spouse; or an individual's relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one-half of his or her support from the individual or from whom the individual receives, directly or indirectly, more than one-half of his or her support.
4. Serve as a substitute teacher, clerical, custodial, and/or support staff in the district in which they are board members

Exceptions:

1. This policy does not prevent the issuance of contracts in which any single public officer or employee is privately interested which do not involve receipts and disbursements by the Board aggregating more than \$5,000 in any year. In the event a Board member is employed by a corporation or business, which furnishes goods or services to the District, the Board member shall declare his/her association with the organization and refrain from debating or voting upon the question of the contract. It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a Board member is an employee or owner of the firm.
2. A school board member may serve as a volunteer coach or a supervisor of an extracurricular activity if all of the following apply:
 - a . The school board member does not receive compensation serving as a volunteer coach or supervisor.
 - b . The school board member agrees to abstain from voting on any issue that comes before the school board that substantially and directly concerns the activity that he or she coaches or supervises while he or she is serving as a volunteer coach or supervisor.
 - c . The school board receives the results of a criminal background investigation of the school board member.

This policy is designed to prevent placing a Board member in a position where his/her interest in the public school and interest in his/her place of employment or the employment of a spouse or family member might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist.

CROSS REF.: 141 – Board Officers
150 – School Board Powers and Duties
161 – Board Member Authority
870 – Public Complaints

APPROVED: June 17, 2019

REVISED: January 17, 2022
March 20, 2023

REGULAR BOARD MEETINGS

The Pecatonica Area Board of Education shall meet on the third Monday of every month. The meeting time shall be at 7:00 p.m. Locations and/or times will be designated by the Board with due notice.

Regular Board meetings shall be held and conducted in accordance with state law. The Board may meet in special session to conduct such business it deems appropriate.

Regular meetings may be adjourned to a specific date, at the directions of the Board President, for the consideration of unfinished business. At such adjourned meetings, all business may be regularly transacted which would have been proper in the meeting from which adjournment is taken.

All meetings of the Board shall generally be concluded within three hours of their starting time.

All regular meetings of the Board shall be open to the public. Notice of such meetings shall be given to the public in accordance with state statutes.

LEGAL REF.: 17.03 Wisconsin Statutes
 17.26
 19.84
 19.85
 120.11(2)

CROSS REF.: Policy 133 – Filling Board Vacancies
 141 – Board Officers
 189 - Virtual Board Meetings

APPROVED: January 19, 1987

REVISED: November 18, 1991
 July 20, 2009
 January 17, 2022

PUBLIC NOTIFICATION OF BOARD MEETINGS

The Pecatonica Area School District Board of Education recognizes that the public is entitled to the fullest and most complete information regarding the affairs of the Board as is compatible with the conduct of Board affairs and the transaction of Board business.

Notice of all Board Meetings shall be posted in accordance with Wisconsin open meeting law. The open meeting law currently provides that the chief presiding officer of the governmental body, or such person's designee, shall communicate the meeting notice to the public using one of the following methods:

1. Posting a notice in at least 3 public places likely to give notice to persons affected.
2. Posting a notice in at least one public place likely to give notice to persons affected and placing a notice electronically on the governmental body's Internet site.
3. By paid publication in a news medium likely to give notice to persons affected.

In accordance with state law, public notice shall be given at least 24 hours in advance of the meeting. When, for good cause, 24 hours notice is impossible or impractical, shorter notice may be given, but not less than two hours notice may be given in advance of the meeting.

LEGAL REF.: 19.83 Wisconsin Statutes
19.85
120.11(2) & (4)
19.84(1)(b)1

CROSS REF.: 171 – Regular Board Meetings
172 – Special Board Meetings
189 - Virtual Board Meetings

APPROVED: January 19, 1987

REVISED: November 18, 1991
February 10, 2003
July 20, 2009
January 15, 2018
January 17, 2022
July 17, 2023

AGENDA PREPARATION AND DISSEMINATION

The District Administrator and Board President shall prepare all agendas for meetings of the Board.

Items of business may be suggested by any Board member, staff member, or citizen of the District. In order for items to be considered for the agenda must be submitted in writing to the Board President. The Board President will decide if the items should be placed on the agenda.

The Board shall follow the order of business set by the agenda:

- I. Call meeting to order
- II. Pledge of Allegiance
- III. Notice of meeting
- IV. Consent Agenda
 - a) Minutes of previous meeting/s
 - b) Treasurer’s Report
 - c) Approval of Vouchers
 - d) Correspondence
- V. Forum
- VI. Reports
- VII. Information and Action Items
- VIII. Approve suspending the regular meeting to convene an Executive Session (Wisconsin Statutes 19.85(1)(e)(c))
- IX. Reconvene Into Open Session and Take Appropriate Action
- X. Other Matters that may legally come before the Board
- XI. Adjourn

The Board will not act on any item that is not on the agenda.

The agenda, together with supporting materials, shall be distributed to Board members at least two days prior to a meeting of the Board, so as to permit members to give the items of business careful consideration.

LEGAL REF.: 19.83 Wisconsin Statutes

CROSS REF.: 171 - Regular Board Meetings
171.1 - Public Notification of Board Meetings
187 - Public Participation at Board Meetings
189 - Virtual Board Meetings

APPROVED: January 19, 1987

REVISED: November 18, 1991
March 20, 2023

SPECIAL BOARD MEETINGS

A special Board meeting may be held upon the written request of any school board member. The request shall be filed with the Board Clerk or in his/her absence, the Board President. Members shall be notified at least 24 hours prior to the meeting, and preferably three days in advance of the meeting. Such notice shall be in writing and shall be delivered to each Board member via mail, e-mail, or by leaving written notice at the member's usual residence or place of employment, setting forth the time and place of said meeting

Public notice of a special Board meeting shall be given in accordance with established procedures and state law. A special Board meeting may be held without prior notice if all Board members are present and consent, or if every Board member consents in writing even though he/she does not attend.

No business shall be transacted at the special Board meeting other than that specified in the notification.

LEGAL REF.: Section 19.81 Wisconsin Statutes

CROSS REF.: 171.2 - Agenda Preparation and Dissemination
 189 Virtual Board Meetings

APPROVED: January 19, 1987

REVISED: November 18, 1991
 July 20, 2009
 January 17, 2022

EXECUTIVE SESSIONS

The Pecatonica Board of Education may meet in closed session only to discuss subject matter within the scope of state statutes. No discussion of any matter shall be held, and no action taken of any kind, formal or informal, by the Board while in executive session, except as specifically authorized by law.

Before the Board convenes in closed session, a majority vote of the Board members present shall be required, and the Board President shall announce to those present the nature of the business to be considered at the closed session and the specific exemption(s) under law by which the session is authorized. The Board shall take a roll call vote to convene in closed session.

Public notice shall be given of all closed sessions in accordance with state law and Board Policy.

LEGAL REF.: 19.84(6) Wisconsin Statutes
 19.85

APPROVED: January 19, 1987

REVISED: July 20, 2009

ANNUAL SCHOOL DISTRICT MEETING AND BUDGET HEARING

The annual meeting and budget hearing of the Pecatonica Area School District shall be held on the fourth Monday in October, except as otherwise provided by a previous annual meeting.

An agenda shall be developed, and public notice shall be given in accordance with state law.

The budget hearing shall include a financial review of the previous year, receipts and expenditures estimated for the ensuing year and the amount needed to be raised by the local tax levy.

LEGAL REF.: 19.84 Wisconsin Statutes
 65.90(4)

CROSS REF.: 171.1 - Public Notification of Board Meetings
 620 - Annual Operating Budget

APPROVED: January 19, 1987

REVISED: February 10, 2003
 July 20, 2009

QUORUM

The majority of the entire Board shall constitute a quorum for the transaction of business. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

APPROVED: January 17, 2022

BOARD MINUTES

The Board Clerk shall record a complete and accurate set of minutes of each Board meeting to be recorded. The minutes shall constitute the official record of proceedings of the Board and shall include:

1. A record of all actions taken by the Board, including the vote thereon.
2. A record of all resolutions, orders, procedures and motions in full.
3. A statement of receipts and expenditures in the aggregate.

Copies of the minutes shall be made available to all Board members prior to the meeting at which the minutes are to be approved. The minutes shall become a permanent record of the Board, shall be filed in the District Office, and shall be made available to interested citizens during regular office hours in accordance with state law and the District's policy on access to public records.

The minutes shall be submitted for publication in the Pecatonica Valley Leader within 45 days of the meeting in accordance with state law.

Closed Meeting Minutes

When the Board convenes in closed session, minutes of the meeting shall be recorded and entered into the official record book of the Board. At a minimum, the minutes of the closed session shall include the general subject matter of any motions, the persons making and seconding such motions, and the roll call vote.

Although normally Board minutes are required to be disclosed upon request, the minutes of closed sessions may be withheld from the public if the reason for the closed session continues. The custodian of the minutes must perform a balancing of interest test and should permit inspection in all cases except where there is a good and sufficient public interest reason which requires denial. As soon as the need to maintain confidentiality lapses, the proceedings of closed session meetings must be published in accordance with state law.

LEGAL REF.: 120.15(5) Wisconsin Statutes
120.17(3)
985.01(2)(b)

CROSS REF.: 171 - Regular Board Meetings
173 - Executive Sessions
823 - Access to Public Records

APPROVED: January 19, 1987

REVISED: November 18, 1991
February 10, 2003
July 20, 2009

BOARD COMMITTEES

The Board shall act as a committee of the whole, except for the following standing committees:

- A. Board Policy: review and recommend changes to Board Policies;
- B. Personnel: reviews personnel changes, issues and recommends remedies; also advises and recommends to full board on negotiations, salary and benefits for all staff;
- C. Operations: reviews and recommends options, solutions, and advises the district administrator in the area of finances and budgets; advises on buildings and grounds, acceptance of bids, and advises district administrator on facility improvements;
- D. Curriculum: reviews curriculum and recommendations from the district administrator and recommends to the full board changes or improvements to the district's curriculum

Standing Committees shall be appointed by the Board President. In order to avoid special interest situations, the Board President will appoint Board members to standing Board committees. The District Administrator will serve in an advisory capacity to all committees of the Board.

Temporary committees may be appointed by the Board President for any purpose approved by the Board. The function of such committees shall ordinarily be fact finding, deliberative, and advisory. Temporary committees shall report recommendations to the full Board for appropriate action. These committees will be dissolved following Board acceptance of the committee reports.

Board committees shall have no power to take action whatsoever, or to commit the Board or District to any course of action except as specifically directed by the Board.

Public notice shall be given for all Board committee meetings in accordance with state law and established procedures. Board members may attend any committee meeting.

LEGAL REF.: Section 19.89 Wisconsin Statutes

CROSS REF.: 141 - Board Officers

APPROVED: January 19, 1987

REVISED: November 18, 1991
February 10, 2003
July 20, 2009
July 18, 2016

SCHOOL ADVISORY COMMITTEE

The Board recognizes the invaluable assistance which can be gained for the entire school district from citizens through their input and cooperation.

Therefore, school advisory committees may be established to study school issues and prepare recommendations for the Board. Such school advisory committees shall consist of parents and taxpayers of the District.

Public notice shall be given for all school advisory committee meetings in accordance with state law and established procedures. Board members may attend any committee meeting.

The Board shall consider recommendations of any school advisory committee. The Board reserves the right to accept or reject proposals or recommendations.

LEGAL REF.: 19.84 Wisconsin Statutes
 19.89

CROSS REF.: 171.1 - Notification of Board Meetings
 185 - Board Committees

APPROVED: January 19, 1987

REVISED: November 18, 1991
 July 20, 2009

PUBLIC PARTICIPATION AT BOARD MEETINGS

All School Board meetings shall be open to the public, except those authorized by law to be closed. While the public has the right to attend Board meetings, no individuals or groups have the right to enter into the deliberations of the Board. They may take part in the discussion only when the Board President invites them to do so.

The public may have the opportunity to speak at Board meetings in two ways:

- (1) A public forum shall be scheduled at the beginning of each Board meeting for the purpose of hearing public comments. The Board vests in its Board President, or other presiding officer, authority to recognize all speakers and maintain proper order at Board meetings. Each speaker should receive recognition from the presiding officer and then state his/her opinions briefly and concisely. The presiding officer may limit the time allowed for such presentations.
- (2) An individual or group may request to be placed on a meeting agenda for the purpose of making a presentation to the Board. Items shall be placed on the meeting agenda in accordance with the Board's policy on agenda preparation and dissemination.

The Board shall not act upon items of business not included in the public notice of the meeting.

LEGAL REF.: 19.83(2) Wisconsin Statutes
19.84

CROSS REF.: 171.1- Public Notification of Board Meetings
189 - Virtual Board Meetings
870 - Public Complaints

APPROVED: January 19, 1987

REVISED: November 18, 1991
February 10, 2003
July 20, 2009
January 17, 2022

GUIDELINES FOR PUBLIC PARTICIPATION AT BOARD MEETINGS

School District citizens have the expressed right and are encouraged to attend Board meetings and to listen to and observe the deliberations of its members. The following rules are adopted to preserve the orderly pursuit of Board business and to provide proper opportunities for legitimate and objective discussion and analysis of the issues presented.

The Board of Education supports opportunities for civil discourse on all issues in a respectful atmosphere. As such, meetings will be conducted in the following manner:

1. Any citizen may request the opportunity to speak regarding any issue included in the agenda and may be recognized to speak during public comment regarding issues which are not on the agenda.
 - a. Every person who requests the opportunity to speak to the Board must sign up in advance of the meeting by stating their name, address, and the topic about which they wish to speak.
 - b. The Board President shall determine whether it is in the interest of the Board to allow the request to be heard.
2. The President may limit the time allowed for public forum. If there are numerous requests to address the Board on the same subject, the President may select representatives to speak on each side of the issue.
3. Prior to speaking, a citizen must be recognized by the Board President.
4. The Board will not hear oral complaints regarding school personnel except in the manner provided for elsewhere in Board policy. Speakers bear the personal risk if comments made are defamatory, slanderous, or otherwise harmful to another individual.
5. All persons seeking the opportunity to speak at a Board meeting are to address the President and may direct questions or comments to Board members or other officers of the school district only upon approval of the President. Board members and the Superintendent may have the privilege of asking questions of any person who addresses the Board.
6. The President may interrupt, warn, and/or stop a participant (speaker) when the statement being made is too lengthy, repetitive, personally directed, abusive, obscene, or frivolous. Any threats, perceived or otherwise, will be referred to law enforcement.

These rules are not designed to restrict the scheduled appearance of citizens who have regular business with the Board and whose presentations are provided for in the agenda.

Participation by citizens who are present as witnesses in any hearing or by vendors or other business representatives who are present for the consideration of bid awards is guided by rules affecting these special procedures. Participation by employees and their representatives is guided by the personnel policies and rules, except, of course, that all employees have the right to attend Board meetings in the same manner as all other citizens. Recognition of individuals who are not citizens of the School District is determined by the Board President.

APPROVED: January 17, 2022

VIRTUAL BOARD MEETINGS

This policy defines procedure for calling, noticing, and conducting technology-facilitated School Board meetings that involve remote participation by Board members and/or the public's remote access to the meeting ("virtual meetings").

These procedures may be invoked for one or more meetings by a decision of the Board or, in the absence of any Board decision, upon the Board President's determination (in consultation, as needed, with the Superintendent) that such conditions exist and that it is reasonably necessary and appropriate to hold one or more virtual meetings of the Board.

Modified Content for the Public Notice of a Virtual Meeting

When posting or otherwise giving public notice of a virtual Board meeting that is to occur under this policy, the District shall, in addition to all other content required by law, include the following information as part of the notice:

1. A statement that the meeting will be conducted as a virtual meeting, meaning that multiple Board members may be participating in the meeting from remote locations through the use of communications technology and/or that public access to the meeting may be arranged through the use of technology.
2. Information that identifies how/where a member of the media or general public may access the meeting. For example, apart from any in-person attendance option that may be available, the District may provide access to the meeting via a live broadcast, via a video and/or audio streaming service, and/or via a telephone number for joining an audio conference. Such meeting access information shall also appear in the meeting notice posted on the District website.

Conducting a Virtual Meeting of the School Board

1. Any Board members who are physically present at the posted meeting location will join the virtual meeting using the available technology platform(s). Any Board members who are not physically present at the meeting location will likewise join the meeting from their remote locations via such platform(s).
2. The presiding officer will formally convene the meeting.
 - a. The presiding officer shall confirm that all Board members who are known to have attempted to join the meeting appear to have an adequate connection to enable their participation as authorized under this policy.
 - b. The presiding officer shall confirm that the planned methods for allowing public access to the meeting appear to be functioning in a manner that allows for adequate and reasonable public access under the specific circumstances.
3. Quorums for any virtual meeting that is convened will be determined by counting the total number of Board members who are participating in the meeting, including both those physically present and those attending remotely via technology. A majority of the total members of the Board shall constitute a quorum. If, at any point, fewer than a majority of the Board members are able to participate, the meeting shall end for lack of a quorum.

4. If, for any reason, a Board member who attempts to participate in such a meeting from a remote location is unable to establish or maintain his/her full participation (e.g., due to unforeseen technical difficulties), the meeting may continue without such Board member's participation as long as the Board continues to maintain a quorum of fully-participating Board members.
5. In the event that the Board considers a motion to convene in closed session during a virtual meeting held under this policy, the presiding officer of the meeting shall poll each member of the Board who wishes to participate in the closed session from a remote location and each such Board member will be asked to expressly affirm that the Board member has taken appropriate precautions to safeguard the privacy and integrity of the closed session, including but not limited to precautions that would reasonably ensure that the closed session is not being recorded without the Board's permission and that no unauthorized person can hear or access the discussions or other confidential information. The members of the Board may take the response(s) to the request for such affirmations into account in determining whether to authorize or potentially postpone the closed session.

Additional Statement Regarding the Scope and Application of this Policy

1. In the event of the temporary absence or disability of the Board President, the Vice President shall, to the extent necessary, perform the duties and exercise the powers of the Board President under this policy. If the Vice President is also unavailable, the School Board Clerk shall do so.
2. This policy applies to both regular and special meetings of the Board. Minimum requirements for calling a regular or special meeting of the Board, as specified in state law, must still be satisfied in connection with meetings that are noticed and convened under this policy.
3. During meetings that involve the remote participation of any Board members, the Board will take appropriate measures to ensure accurate tallying and documentation of votes, which may include the regular use of roll call votes or other methods that clearly identify the votes of the individual Board members. No Board member who is absent from a meeting may ever vote by proxy.
4. All special voting requirements established by state law for taking particular action must still be satisfied. Such voting requirements are not affected by this policy.
5. If a Board member has a concern related to the Board President's decision that a virtual meeting is reasonably necessary under this policy, or as to whether the Board should take up any particular item(s) of business at a virtual meeting, such concerns may be evaluated by the Board at the meeting via, for example, a motion to postpone some or all of the noticed agenda items for the meeting.
6. The requirements, procedures, and other provisions of this policy may be suspended or modified by a standard majority vote of the Board.

LEGAL REF: Subch. V of Chapter 19 Wisconsin Statutes
Sections 118.38
120.43
252.02

CROSS REF: 171 – Regular Board Meetings

- 171.1 – Notification of Board Meetings
- 171.2 – Agenda Preparation and Dissemination
- 172 – Special Board Meetings
- 182 – Quorum
- 187 – Public Participation at Board Meetings
- 187 Rule – Guidelines for Public Participation at Board Meetings

APPROVED: January 17, 2022