

Welcome to the Board of Education Meeting

We welcome you to this meeting of the New Berlin CUSD #16 Board of Education. The public schools of New Berlin belong to and are supported by the residents of the school district. They are operated in the public interest by the Board of Education, a representative body chosen by the registered voters and responsible to them for the proper guidance of the schools. The board is the authority for local policy, programs, and procedures within the framework of state law. It is the responsibility of the Board to translate the educational ideals, values, and goals of the community into concepts of policy and assure their implementation into practice by the Superintendent and the staff.

New Berlin CUSD #16 serves approximately 910 students. Board members are elected to represent congressional townships throughout the school district. Meet the members of the Board of Education:

Name	Congressional Township	Term	Officer
Stephanie Neuman	T15N, R7W	2023-2027	President
Bill Marr	T15N, R6W	2023-2027	Vice President
Jennifer "Jenny" Mann	T14N, R7W	2021-2025	Secretary
Jerry Bishoff	T15N, R6W	2023-2027	
Josh Beard	T15N, R7W	2023-2027	
Jason Arndt	T15N-R6W	2025-2029	
Abby Griffith	T15N, R8W	2025-2027*	

Membership on the Board of Education is restricted to a maximum of 3 members from any congressional township. Board members are elected to staggered four-year terms in March/April of odd-numbered years. As public servants, they spend many hours on school business. They are not paid for their time or services.

Responsibilities of the Board of Education

As we aim to maintain a high degree of trust between the Board, the administrative staff, the teaching staff, and the community, these protocols can support our efforts to keep our students first and foremost.

Board Member Roles/Authority

- 1. The Board itself primarily as a policy-setting body and delegates the administration of schools to the superintendent. In addition, the Board provides oversight and represents the expectations of the stakeholders.
- 2. The Board annually sets goals for the district, taking into account administrative recommendations and the expectations of the stakeholders. The District goals will become the basis of the goals for the Superintendent and his/her administrative team.
- 3. The Board of Education is granted legal and regulatory authority to establish policy for the school district and to provide oversight for the education of our children. Board members have authority only when acting as members of the Board at a duly convened open meeting. In most cases, a majority of the Board is required for action. A Board member does not have the power to individually authorize action.

- 4. Board decisions are binding on all Board members and members will support, not undermine, all decisions reached by the Board.
- 5. The Board is responsible for the evaluation of the performance of the superintendent at least annually.
- 6. The Board evaluates itself, reviews its protocols, and holds itself to standards of best practice.

Role of the Board President (Policy 2:110)

The duties of the President are to:

- 1. Preside at all meetings;
- 2. Focus the Board meeting agendas on appropriate content;
- 3. Make all Board committee appointments, unless specifically stated otherwise;
- 4. Attend and observe any Board committee at his or her discretion;
- 5. Represent the Board on other boards or agencies;
- 6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
- 7. Call special meetings of the Board;
- 8. Serve as the head of the public body for purposes of the Open Meetings and Freedom of Information Act:
- 9. Ensure that a quorum of the Board is physically present at all Board meetings;
- 10. Administer the oath of office to new Board members; and
- 11. Serve as or appoint the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The duties of the Vice President are to: (Policy 2:110)

- 1. The office of President is vacant:
- 2. The President is absent; or
- 3. The President is unable to perform the office's duties.

The duties of the Secretary are to: (Policy 2:110)

- 1. Keep the minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
- 2. Mail meeting notification and agenda to news media who have officially requested copies;
- 3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
- 4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
- 5. Act as the local election official for the District;
- 6. Arrange public inspection of the budget before adoption;
- 7. Publish required actions:
- 8. Sign official District documents requiring the Secretary's signature; and
- 9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation.

Board-Superintendent Relationship (Policy 2:130)

The Board of Education employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and state and federal law.

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and the Superintendent.

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

Board Meeting Dynamics

- 1. In both public meetings and executive sessions, each Board member has a right to be heard once on an issue prior to others having a second chance. Members agree to listen to one another and not interrupt.
- 2. Motions should be used to focus discussion items, and any member may "call the question" to test whether the Board is ready to vote.
- 3. The Board President is authorized to focus discussion toward closure.
- 4. Board members should address the Board as a whole with their comments, rather than addressing the public.
- 5. Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

Board Meetings

Board meetings are scheduled on the second Thursday of each month. The meeting location is the New Berlin Elementary library unless noted elsewhere on the public notice. Board meetings will begin at 6:00 pm. Typically, Board meetings can be as short as 30 minutes or last as long as 2 hours, depending on the scheduled presentations and length of discussion. By the time the board has a regular meeting where it votes, agenda items have usually been vetted or studied already.

Although the Board of Education meeting is a meeting in the public, it is not a public meeting. Proper etiquette throughout the regular meeting would be to remain silent while the Board discusses its business.

Public Participation at Board Meetings and Petitions to the Board (Policy 2:230)

For an overall minimum of 30 minutes during each regular and special open meeting, any person may comment to or ask questions of the School Board (public Participation, subject to the reasonable constraints established and recorded in this policy's guidelines below. During public participation, there will be a 20-minute minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any persons appearing before the Board is expected to follow these guidelines:

- 1. Sign in prior to the beginning of all regular board meetings.
- 2. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.

- 3. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to five minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the person may be allowed to speak for more than five minutes.
- 4. Observe, when necessary and appropriate, the:
 - a. Shortening of the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak;
 - b. Expansion of the overall minimum of 30 minutes for public participation and/or the 20-minute minimum total length of time for any one subject; and/or
 - c. Determination of procedural matters regarding public participation not otherwise covered in Board policy.
- 5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors to and Conduct on School Property.*

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

Additional Protocols for Public Participation in Board Meetings

- 1. The Board urges members of the public to address concerns at the level of origin and then use the normal chain of command to answer questions or resolve concerns.
- 2. There will be an opportunity for public participation at regular and special meetings as listed on the board agenda.
- 3. All comments should be directed to the whole Board, and not individual Board members.
- 4. The Board uses the public comment period as an opportunity to listen to citizen concerns, but not to debate the issues or enter into a question-and-answer session or a "cross examination" between the public and individual members. Board members will not engage in direct back and forth conversation with the public.
- 5. Be aware that not all issues brought before a board meeting will be resolved that evening.
- 6. Interruption of Board discussion is not permitted.
- 7. While public education can be an emotional issue, and understandably so, the board will strive to maintain a certain level of decorum at the meeting.
- 8. The Board may justifiably restrict public commentary on matters involving privacy issues otherwise protected by law; for example, when a member of the public wants to engage in discussion that potentially may disclose information about a particular student.

Meeting Agenda (Policy 2:220)

The Board of Education is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. Any Board member may submit suggested agenda items to the Board President for his or her consideration. District residents may suggest inclusions for the agenda. Such suggestions must be received by the Superintendent or designee by 4:00 pm seven (7) calendar days prior to the School Board meeting. The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

The order of business is subject to change according to the needs of the Board.

Special Meetings (Policy 2:200)

Special meetings may be called by the President or by any three (3) Board of Education members by giving a 48-hour notice.

Closed Meetings (Policy 2:200)

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting as outlined in 15 areas that are to be discussed in "executive" or closed-session. Among the most common are privacy issues including employee privacy as well as matters dealing with individual student and student discipline; anticipated litigation and issues involving attorney-client privilege; negotiations between the public body and its employees or their representatives; matters involving the purchase of property; any issues dealing with security procedures, school building safety and security, and the use of personnel and equipment.

Sometimes, citizens will want to know why a school board took a vote regarding a particular staff member. However, the school board members are not allowed to publicly discuss evaluative aspects of the staff member's employment.

The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes. No final Board action will be taken during a closed meeting.