



***Excellence for All – It's the Watertown Way***  
***Watertown Unified School District***

**Board of Education Meeting**  
**December 18, 2017**

**Proceedings**

The regular meeting of the Board of Education was called to order by Board President, Mark Putra, on Monday, December 18, 2017, beginning at 6:00 p.m., the Board Room, at the Educational Service Center, 111 Dodge Street, Watertown, WI.

**Board Members Present:** Paul VanDenLangenberg, Jennifer Bakke, Steve Kauffeld, Mark Holland, Mark Putra, Fran Milburn, Karrie Uttech, Tony Arnett, and Ron Buchanan

**Board Members Absent:** None

**Music Selection:** The WHS Carolers performed the *National Anthem* and *The Twelve Days of Christmas* under the direction of music teacher, Ryan Moldenhauer.

**Preview of Agenda:** Cassandra Schug, Superintendent of Schools, previewed the meeting agenda and noted there were no changes.

**Public Input:** None

**Announcements/Recognition/Communications:**

**Student Board Representatives:** Cassandra Schug introduced this month's student board representatives, Sam Will and Morgan Clifford.

Student Council events at WHS:

- The Call an Elf project was held Friday, December 15<sup>th</sup>. WHS students created the North Pole in the main office at WHS and were on hand to receive calls from children.
- A Giving Tree was on display at WHS with gift ideas identified on the ornaments. Students had the opportunity to pick an ornament and purchase and wrap the gifts. Specific families have been identified and these items will be delivered to the families prior to Christmas.
- Student council members volunteered and babysat during the recent Watertown Blue Revue Dance and Cheer competition.
- The second week of January has designated as "Dude Be Nice" week at WHS. Students have organized several events including; serving breakfast to support staff thanking them for their service, making appearances out in the community thanking businesses for their support, and an assembly honoring and recognizing a "special" person, who will be surprised at the assembly, for their dedication and commitment to the many students and families of WUSD and the Watertown Community.

Cassandra Schug shared the following:

- WUSD thanks the following companies who have generously donated funds as follows: Seek Careers/Staffing \$1,000 in support of Manufacturing Lab and curriculum changes; Baker – Rullman Mfg. \$500 for Skills USA/Supermileage; Baso Gas Products, LLC \$500 for Skills USA and Supermileage; Integrity Wire EDM, Inc. \$1000 for the Manufacturing Shop Update campaign; Clasen Quality Chocolate \$500 for Skills USA; and an anonymous donor in the amount of \$600 for the Lego League Teams.

**Strategic Discussion:**

**Mental Health Update:** Chris Weddig, District Social Worker/Mental Health Coordinator, reviewed the Social and Emotional Learning PK-12 Curriculum making social and emotional skills part of the learning equation helping children succeed in school and life and the Mental Health Framework promoting relationships, engagement and learning for all students.

**Audit Report:** Brittany Altendorf, Director of Business Services introduced Chuck Krueger, CPA with Hawkins, Ash CPA's, who summarized and answered questions on the District's 2016/17 Audit Report.

**Secondary Schools SLO:** Bill Loss, WHS Principal and Jon Rouse, RMS Principal, reported out the secondary School Learning Objective (SLO) goals and related demographic and student performance data from recent years.

**Events in the Watertown Unified School District:** Cassandra Schug, Superintendent of Schools shared positive happenings in the District:

- Congratulations to Lauren Kell who just learned that she passed her National Board Certification. She will be recognized at the January Board meeting.
- Interact Club is a new club at WHS where students work in collaboration with the local Rotary Club on international and local projects.
- Band, orchestra, and choir students and the WHS Carolers have been performing holiday concerts at individual schools and throughout the community during this Holiday Season.
- The Every Child Thrives event recently held at Turner Hall, Watertown was well attended and participants heard from the many great presenters.

There was no Planning Committee and no Policy Review Committee this month.

Board President Putra reported out on last month's Board evaluations.

**Department Reports and Board Committee Reports:**

**Business Update:** There was no meeting this month.

**Human Resources Update:** Ivan Thompson, Director of Human Resources, gave an update from the Human Resources Committee meeting held on December 11, 2017. Agenda items included:

- Consent Agenda – Staff Appointments, Resignations, Non-Renewals, and Terminations
- 2018-19 District Calendar
- 2017 Health Risk Assessment Update
- Onsite Clinic Update
- Health Insurance Third Party Administrator Update

**Educational Services Update:** Dave Vitale, Assistant Superintendent, gave an update from the Educational Services Committee meeting held on December 12, 2017. Agenda items included:

- High School Course Book Proposals
  - Technology Education
  - Science
  - English
- WHS – SLO Goals (School Learning Objective)
- RMS – SLO Goals (School Learning Objective)

**Teaching and Learning:** Erin Meyer, Director of Secondary Teaching and Learning, highlighted the following:

- Shared information on Project Search Information Night scheduled for January 25th.
- Work is still being completed on the Compliance Review Cycle.

**Consent Agenda**

It was moved by Tony Arnett, seconded by Ron Buchanan, that the following resolution be adopted.

**SCHOOL BOARD RESOLUTION**

#8724

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve the following consent agenda items:

**Minutes:**

- Board Meeting – November 27, 2017
- Special Board Meeting – November 29, 2017

**Committee Summaries:**

- Educational Services – December 12, 2017
- Fiscal Management – None
- Human Resources – December 11, 2017
- Planning – None
- Policy Review – None

**Personnel/Staffing:**

**Staff Resignations/Retirements/Terminations:**

Non-Certified Staff:

Crystal Galica	Special Education Paraprofessional Douglas Elementary (Effective 11-30-17)
Gail Kind	Nutrition Services Watertown High School (Effective 12-21-17)
Saedra Fremont	Special Education Paraprofessional Riverside Middle School

(Effective 1-19-18)

**Staff Appointments:**

Non-Certified Staff:

Saige Krohn                      Nutrition Services  
High School  
(Effective 12-13-17)

Extra-Curricular Appointments:

Alexis Sponable                  JV2 Girls Soccer  
(Effective 3-19-18)

**Approval of Bills**

**First Reading of the Following District Policies:**

None

**Second Reading of the Following District Policies:**

- #4194 – Alcohol and Drug Free Workplace (revisions)
- #8310 – Board Member Authority and Responsibilities (revisions)
- #8320 - New Board Member Orientation (revisions)
- #8330 - Board Member Development and Participation in Service Groups, community Activities, Professional Organizations, Memberships, and Associations (revisions)
- #8340 - Board Member Compensation (revisions)
- #8360 – Code of Ethics (revisions)
- #8361 – Conflict of Interest (revisions)
- #8410 – Regular Board Meetings (review)
- #8420 – Special Board Meetings (review)
- #8430 – Closed Sessions (review)
- #8505 – Rules of Order (review)
- #8510 – Policy Adoption, Review, and Implementation (revisions)
- #8520 – Board Administrator Relations (revisions)
- #8521 – Public Notification of Board Meetings (review)
- #8522 – Agenda Preparation and Dissemination (revisions)
- #8522.1 – Agenda Format (review)
- #8523 – Public Participation at Board Meetings (revisions)
- #8524 – Board Minutes (revisions)
- #8530 - Board Member Use of Electronic Mail (review)

The resolution was adopted unanimously by roll call vote.

**Audit Report**

It was moved by Fran Milburn, seconded by Jennifer Bakke, that the following resolution be adopted.

**SCHOOL BOARD RESOLUTION**

#8725

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve the 2016/17 Audit Report as presented by the District's accounting firm of Hawkins, Ash CPA's.

The resolution was adopted unanimously by roll call vote.

**WHS Course Offerings**

It was moved by Jennifer Bakke, seconded by Paul VanDenLangenberg, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8726

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve the High School Program of Studies as presented to and recommended by the Board Educational Services Committee.

The resolution was adopted unanimously by roll call vote.

**2018/19 School Calendar**

It was moved by Ron Buchanan, seconded by Steve Kauffeld, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8727

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve the school calendar for the 2018-19 school year, per the recommendation of the Human Resources Committee.

The resolution was adopted unanimously by voice vote.

**Resolution Authorizing the Issuance and Sale of Approximately \$3,585,000 General Obligation Refunding Bonds**

It was moved by Tony Arnett, seconded by Ron Buchanan, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8728

On File at the ESC, 111 Dodge Street, Watertown, WI 53094

The resolution was adopted unanimously by roll call vote.

**Public Input:** None

**Adjournment:** There being no further business, it was moved by Steve Kauffeld, seconded by Fran Milburn, and unanimously carried that the meeting be adjourned at 8:15 p.m.

Respectfully submitted,

Mark Putra  
Board President (signed)

(Disclaimer: These minutes are uncorrected and any corrections made thereto will be noted in the meeting at which they are approved.)

**First Reading of the Following District Policies:**

None

**Second Reading of the Following District Policies:**

#4194 – Alcohol and Drug Free Workplace (revisions)

**Human Resources**

**General Personnel Policies**

**Alcohol and Drug Free Workplace**

The District recognizes that employees are our most valuable asset, and the most important contributors to our continued growth and success. We are firmly committed to the safety of our employees and will do everything possible to prevent workplace accidents and provide a safe working environment for all employees. To further this goal, the District has developed an Alcohol and Drug-free Workplace policy consisting of two components: Reasonable Cause Drug/Alcohol Screen and Post-Incident Drug/Alcohol Screen. This policy applies to all current employees and serves to reinforce the District's intolerance for illegal drug use and working under the influence of alcohol and/or other illegal drugs.

In order to protect the health, welfare and safety of students and employees, no employee shall engage in any of the following conduct in any school building or on school premises, in any school-owned vehicle, or off premises at any school-approved activity, event or function where students are under the jurisdiction of the District: possess, manufacture, distribute, dispense, use or be under the influence of alcohol, inhalants, any controlled substance, or substances represented as such. The sole exception to these prohibitions involves prescription medication prescribed to an employee and used by the employee in accordance with his/her doctor's instructions. In addition, the District prohibits the involvement of any employee with illegal controlled substances.

If the immediate supervisor has reasonable suspicion concerning an employee's use of alcohol or controlled substances while on the job or if the immediate supervisor has reasonable suspicion that the employee's job performance is impaired due to the recent use of alcohol or any controlled substance, the employee shall be asked to submit to alcohol and drug assessment testing, which will be done with procedures that ensure the confidentiality and privacy interests of the employee. Refusal to cooperate with assessment testing has the same effect as a positive test results.

If an employee is involved in a work-related incident, they must inform a supervisor immediately. If the incident involves property damage or requires outside medical attention, the employee may be directed to have the injury taken care of and submit to alcohol and drug assessment testing (cost of the assessment covered by the District) as soon as possible following the accident. If possible, this testing will be done in conjunction with medical treatment. Refusal to cooperate with assessment testing has the same effect as a positive test result. The test results will be released to the Director of Human Resources. If the injury is student inflicted and medical attention is required, alcohol and drug assessment testing is not required.

Compliance with the District's policies and rules regarding alcohol or drug use is mandatory and is a condition of employment. Employees who violate the District's policies or rules regarding these substances shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and





#8310 – Board Member Authority and Responsibilities (revisions)

## **Board Operations**

### **Board Members**

#### **Board Member Authority and Responsibilities**

Board members are elected by the citizens of the District. While elected as individuals, the School Board acts collectively to govern the District as informed representatives of the citizenship. Board members act, on behalf of the citizens of the District, to ensure the District provides the best educational opportunities to maximize achievement of students of the District in accordance with the District's mission, vision, and strategic plan. Policies serve to indicate the manner in which the Board shall act in a situation that may or may not be explicitly established by law.

The authority of the Board lies in active participation in Board meetings and in fulfilling the duties as elected officials of the District. Individual members of the Board do not possess the powers that reside in the full Board of Education. The Board shall not be bound in any way by any statement and/or action on the part of an individual member or members.

Board members shall not personally investigate complaints or concerns brought to their attention by community members. Any Board member who receives a complaint regarding a District matter should refer it to the Superintendent or designee for study and resolution.

#### Individual Board Member Responsibilities:

- To become familiar and be informed about the mission, vision, and strategic plan of the District.
- To become familiar and be informed about state school laws, regulations of the Department of Public Instruction, Watertown Unified School District policies, programs, services, and fiscal management.
- To read advanced materials, attend, come prepared, and actively participate in all Board and committee meetings and functions of the Board.
- To work harmoniously with other Board members, administrators, and staff in the District
- To actively discuss, vote and act in the Board meetings impartially in the best interest of the District, and to support the action of the Board when a majority has voted for a course of action.
- To represent the Watertown Unified School District and the Board of Education to the public in a way to promote both interest and support.
- To refer complaints and concerns to the Superintendent and to abstain from individual counsel and action.
- To follow all Board policies paying special attention to the established code of ethics, conflict of interest and confidentiality policies.

**Policy Approved: December 16, 1987**

**Policy Revision: April 30, 2009  
December 16, 2013  
December 18, 2017**







#8360 – Code of Ethics (revisions)

## **Board Operations**

### **Board Members**

#### **Code of Ethics**

As representatives of the citizens in the Watertown Unified School District, Board of Education members are responsible for serving the best interests of the students in its community. In order to best do this, the Board of Education will abide by the following Code of Ethics:

Honor and comply with all national, state and local laws and regulations, including:

- Understanding and following open meeting laws as set forth in Chapter 19.81 to 19.98 in Wisconsin statutes.
- Adhering to meeting agendas for open and closed sessions.
- Complying with Code of Ethics for local government officials as set forth in Chapter 19.41 to 19.59 in Wisconsin statutes.

Encourage the open-minded exchange of ideas and opinions in a conscientious, courteous manner among fellow Board members, District personnel, and community members, including:

- Valuing opinions of others.
- Providing adequate time for expression of opinions.
- Respecting the rights of others to disagree.
- Following parliamentary procedure.

Build relationships through open, direct communication as part of the educational team and as leaders responsible to the community, including:

- Being factual in sharing information.
- Being consistent in communicating with all groups.
- Being specific in sharing community feedback.
- Honoring confidentiality.

Model integrity in the performance of Board duties and responsibilities by:

- Supporting the prevailing action of the Board regardless of individual vote.
- Voting on all issues unless a conflict exists.
- Declaring a conflict of interest when one exists.
- Addressing and promoting genuine interests rather than personal agendas.
- Refraining from using Board position for personal advantage.
- Refraining from conducting Board business outside of posted meetings.

Be accountable for guiding and supporting the policy decision-making process that impacts students, staff and the community, including:

- Avoiding micromanaging District operations.
- Attending all regular Board meetings insofar as possible.



#8361 – Conflict of Interest (revisions)

## **Board Operations**

### **Board Members**

#### **Conflict of Interest**

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

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

The following applies to Board of Education members:

1. No Board member may be employed by the District in any capacity.
2. No Board member may take any action substantially affecting a matter in which the official, a member of his/her immediate family, or an organization with which the Board member is associated has a substantial financial interest.
3. No Board member shall use his/her office in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the Board member, members of his/her immediate family, either separately or together, or an organization with which the Board member is associated.
4. No Board member shall participate in the making of a contract with the District, in either his/her private or official capacity, in which the Board member has a pecuniary interest, either direct or indirect.
5. If a Board member has a pecuniary interest, either direct or indirect, in a matter before the Board, or the matter substantially affects the financial interest of a Board member, or a member of his/her immediate family, or an organization with which the Board member is associated, the Board member shall abstain from discussion, consideration, action, or voting on the matter regardless of the monetary amount involved.
6. No Board member shall solicit or accept any gift or favor of any value that is intended or may be perceived to be intended to influence him/her in the discharge of his/her duties. This provision shall not prohibit contributions to the election campaign of a candidate for the Board.
7. No Board member may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer to promise to withhold, his/her vote or influence, or promise to take or refrain from taking, official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make, or refrain from making, a political contribution, or provide or









#8430 – Closed Sessions (review)

## **Board Operations**

### **Board Meetings**

#### **Closed Session**

All meetings of the School Board and its committees shall be open to the public, except those sessions authorized by law to be closed. Reasons for conducting closed sessions include, but are not necessarily limited to the following:

- Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before the Board.
- Considering or acting on the dismissal, demotion, licensing or discipline of any District 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 shall contain a statement that the employee has the right to demand that the evidentiary hearing or meeting be held in open session.
- Considering employment, promotion, compensation, or performance evaluation data of any District employee.
- Considering strategy for crime detection or preventions.
- Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.
- Considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems, or the investigation or charges against specific persons; 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.
- Conferring with legal counsel for the Board, or one of its committees, who is rendering oral or written advice concerning a strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved.
- Considering requests for confidential written advice from the ethics Board under state law, or from any local government ethics Board.

In order for the Board to convene in closed session, a motion must first be made in open session and carried by a majority vote in such manner that the vote of each individual Board member is ascertained and recorded in the minutes. In connection with this motion, and prior to any vote to convene in closed session being taken, the presiding officer of the meeting shall announce to the Board and to those present at the meeting the nature of the business to be considered in closed session and the specific statutory exemption(s) authorizing the closed session. The meeting notice and the presiding officer's announcement shall describe the subject matter that is proposed for consideration in the closed session. The minutes of the meeting shall record the presiding officer's announcement. No business may be taken up at any closed session except that which relates to matters identified in both the public notice of the meeting and the presiding officer's announcement of the closed session. Any Board member who, upon hearing the presiding officer's announcement of the proposed closed session, concludes that the closed



#8505 – Rules of Order (review)

## **Board Operations**

### **Methods of Operation**

#### **Rules of Order**

Business shall be conducted at regular and special Board meetings according to Robert's Rules of Order, Revised except as otherwise provided by law or the Board. However, the failure to follow Robert's Rules or any other local procedural rule(s) that have been set at the discretion of the Board shall not, standing alone, be construed to render any decisions made by the Board void, voidable, or otherwise invalid.

A majority of the members of the Board (half of the members plus one) shall constitute a quorum for the purpose of conducting Board business, except that a larger number of Board members may need to vote in favor of a motion in order for the Board to take action on those limited items of business which, by statute or policy, require approval by other than a standard majority vote. 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.

Voting at Board meetings will normally be by voice vote. A motion is passed/adopted when a majority of the members who are voting have cast their votes in favor of the motion, except as otherwise required by law or by the Board. In cases where there seems to be no opposition and the issue is relatively minor or procedural in nature (such as giving the administrators general direction on an issue), action can be taken by ascertaining unanimous consent.

A roll call vote, or other method of ascertaining and recording the individual vote of each Board member shall be taken when requested by the Board President or any member of the Board, and when required by law (i.e. a vote to convene in closed session) or Board policy. The roll call vote shall be called in alphabetical order in a rotating manner that shall change at each regular meeting of the Board so that a differing voting pattern is used over the course of a year.

Board members are expected to vote on all issues before the Board except on matters involving potential conflicts of interest or other cause for abstention. In such cases, a Board member may abstain from voting and such abstention shall be recorded in the Board meeting minutes. A Board member abstaining due to an actual or potential conflict of interest or due to possible bias in a matter shall neither vote nor participate in the Board's discussion or deliberations on the matter in some cases. A Board member who is abstaining may physically leave the meeting room during all consideration of the matter to document his/her nonparticipation.

The Board President shall vote on all motions before the Board as does any other Board member. No Board member may cast a vote by proxy or by absentee ballot. Unless otherwise provided, secret ballots may be taken only to elect Board officers.

A motion is passed/adopted when a majority of the members voting have cast their votes in favor of the motion, except as otherwise required by law or by the Board. For example, state statutes require a majority vote of the full membership of the Board to employ most licensed/certified employees of the

District who hold individual employment contracts, and a two-thirds vote of the entire membership of the Board is required to change the appropriations stated in the District's previously-adopted annual operating budget.

**Legal References:**                    **Section 19.88, Wisconsin Statutes**  
   **Section 120.11(1), Wisconsin Statutes**

**Policy Approved:**                    **January 27, 2014**

**Policy Revised:**                    **December 18, 2017**

#8510 – Policy Adoption, Review, and Implementation (revisions)

**Board Operations**

**Methods of Operation**

**Policy Adoption, Review and Implementation**

Policymaking is the primary method by which the Board of Education exercises their statutory authority and broad powers. Therefore, the Board shall adopt written policies to guide the actions of those to whom it delegates authority and to serve as the basis for District operations and decision making. These policies shall be in line with the District’s mission, vision and strategic plan, and with applicable legal requirements. Board policies shall be organized according to a standard policy manual codification system.

Policy changes or additions may be proposed by the Superintendent, any Board member, staff member or community member. Policy changes or additions must be proposed through the Superintendent of Schools. The Superintendent and the Board Policy Review Committee shall review the policy proposals and consider their merit before making any recommendation that the Board consider a proposal for possible adoption. The submission of a policy proposal does not guarantee consideration of the proposal by the full Board. At any point in the policy review and adoption process, the Board may make such amendments to proposed policies as the Board deems necessary or appropriate.

New proposed policies shall be discussed by the Board Policy Review Committee and may be recommended to go to the full Board for approval. Proposed policies or policy revisions/deletions shall be a part of the Board’s consent agenda and will be initially reviewed at one Board meeting and brought to a vote for adoption at a subsequent meeting to allow time for review, input and possible changes. On matters of unusual urgency, and following a Board vote to set aside and waive the standard two-meeting adoption process, a new proposed policy may be introduced and acted upon at the same meeting. Policy revisions/deletions may be adopted at the same meeting at which they are initially presented.

Formal adoption of policies shall be recorded in the minutes of the Board meeting and only those policies so recorded shall be official Board policies of the District.

The Board policy manual shall be maintained electronically and shall be accessible to Board members, administrators, staff members, parents and guardians, and other interested members of the public through the District’s website. District policies are public records and shall be available for inspection and copying through the District Office. Board policies shall also be further disseminated through other appropriate means as may be required by law or determined by the Superintendent.

Board policies shall be reviewed and updated on a regular basis in order to keep them up-to-date.

The Board recognizes that while policymaking is its responsibility, the implementation of Board policies is the responsibility of the Superintendent. The Superintendent or designee shall inform staff members, students and other interested persons of Board policies, and act as necessary to ensure effective and consistent policy implementation.

**Policy Approved:**                    **December 18, 1985**

**Policy Revised:**                    **December 16, 2013**  
**December 18, 2017**







#8522 – Agenda Preparation and Dissemination (revisions)

## **Board Operations**

### **Methods of Operation**

#### **Agenda Preparation and Dissemination**

The Superintendent of Schools shall be responsible for preparing the agenda for all meetings of the Board of Education. In doing so, the Superintendent shall incorporate such direction as the Board has provided regarding priorities and scheduling, and shall also seek input from the Board President, other individual members of the Board, and members of the administrative staff as appropriate.

Each regular monthly Board meeting agenda shall include a period for public input, which shall be included as an item of business in the public notice of the meeting.

A consent grouping may be placed on the agenda for those items which are routine in nature or which would not be likely to require discussion or explanation as to the reason for Board action. All items placed on the consent agenda will be acted upon under a single motion. Before initiating any vote on the consent agenda, the presiding officer shall ask whether any individual Board member desires clarification on any item, and whether any individual Board member wishes to remove any item from the consent agenda for separate consideration. The Board President will also announce where members of the public may acquire all information contained in the consent agenda. After all clarifications have been provided and all separations have been made, the presiding officer will call for a second on a motion to approve all of the items of business consolidated under the consent agenda, as amended by any separations; and the Board will then vote on the consent agenda. All items removed from the consent agenda will then be considered separately.

The agenda packet shall be disseminated to Board members in sufficient time before the meeting so that the Board may give items of business careful consideration. As a general guideline, and with such exceptions as may be necessary from time to time, a meeting agenda (even if tentative) and the supporting materials shall be distributed to Board members and the administrative team of the District at least three days prior to each Board meeting. In the event there are any known gaps in the agenda packet that will be filled by a later supplement to the packet, the administration shall provide the materials that are available and inform the Board that supplemental material is forthcoming. The agenda packet shall include the agenda accompanied by information including the following:

- A brief explanation of each item appearing on the agenda, along with an indication of whether it is intended as an action item or primarily as a discussion or informational item.
- Data and support information that will be helpful to Board members considering the agenda items (whenever possible, proposals should be accompanied by pertinent fiscal notes and financial estimates).

During the meetings, the Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote or by the unanimous consent of the members present at the meeting.

**Legal References:**                    **Section 19.83(2) Wisconsin Statutes**

**Section 19.84 Wisconsin Statutes**  
**Section 120.11 Wisconsin Statutes**  
**Section 120.43(2) Wisconsin Statutes**

**Policy Approved:** December 18, 1985

**Policy Revised:** January 27, 2005  
June 27, 2011  
December 16, 2013  
December 18, 2017

#8522.1 – Agenda Format (review)

**Board Operations**

**Methods of Operation**

**Agenda Format**

The order of business for regular Board meetings shall include:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Preview of Agenda
5. Public Input
6. Announcements and Recognition/Communications
  - A. Student Board Representatives
7. Strategic Discussion
8. Reports
  - A. Superintendent Report
    1. Events in the WUSD
    2. Discussion of Board Meeting Evaluation(s)/Board Goals
  - B. Department Reports
    1. Business
    2. Human Resources
    3. Educational Services
    4. Teaching and Learning
9. Consent Agenda
  - A. Minutes
  - B. Committee Summaries
  - C. Personnel/Staffing
  - D. Approval of Bills
  - E. First Reading of District Policies
  - F. Second Reading of District Policies
10. Action Items
11. Public Input

12. Adjournment

**Policy Approved:** July 24, 1991

**Policy Revised:** February 26, 2004  
January 27, 2005  
November 17, 2011  
December 16, 2013  
December 15, 2014  
December 18, 2017



#8524 – Board Minutes (revisions)

## **Board Operations**

### **Board Meetings**

#### **Board Minutes**

The Board Clerk shall cause a complete and accurate set of minutes to be recorded for each regular and special Board meeting. The minutes shall constitute the official record of proceedings of the Board and include the substance of all actions taken by the Board at the meeting, including the subject matter of any motion, the persons making and seconding the motion, and the votes taken on the motion.

The minutes shall not present value judgments as to any reports or presentations made at the meeting and shall not attempt to include a complete description of all the discussion engaged in at the meeting.

Copies of the proposed minutes shall be made available to all Board members prior to the Board meeting at which the minutes are to be approved. Board members shall have the opportunity to offer corrections to the minutes for clarification purposes and accuracy, however, cannot make corrections to the minutes that actually change what took place at the meeting. The minutes shall be approved by the Board through the consent agenda.

Once approved, the minutes shall become official records of the Board and be maintained in the District Office; except as otherwise specifically provided, copies of the minutes shall be posted on the District's website and made available to any citizen upon request during regular office hours. Board meeting proceedings shall also be submitted for publication in the District's official newspaper in accordance with state law.

When the Board convenes in closed session, the minutes of the closed session shall include the purpose of the meeting and qualifying exemption under state law for meeting in closed session, and also include a record of any official action taken during the closed session, including the vote thereon.

Although normally Board meeting minutes are required to be disclosed upon request, the minutes of closed sessions may be withheld from the public, if there is a specific demonstration that there is a need to restrict public access at the time the request is made. It shall be the responsibility of the Superintendent, as the designated legal custodian of District records, to make this determination on a case-by-case basis. In making this determination, the Superintendent shall weigh the public interest in disclosure of the minutes against the public interest and public policies and laws against disclosure. As soon as the need to maintain confidentiality lapses, closed session minutes shall be made public in accordance with state law.

**Policy Approved:                      January 27, 2014**

**Policy Revised:                         December 18, 2017**



#8530 - Board Member Use of Electronic Mail (review)

## **Board Operations**

### **Methods of Operation**

#### **Board Member Use of Electronic Mail**

Electronic communications are generally an effective and efficient medium for activities such as addressing scheduling/availability for meetings, bringing potential agenda items to the attention of the Superintendent and Board President, and the one-way distribution of information (i.e. from the Superintendent to all Board members). However, the Board strongly discourages (and, in some circumstances, applicable laws will directly prohibit) individual Board members from using email or other forms of electronic communication for any of the following:

1. Interactive discussion of substantive Board business among multiple Board members, due to Open Meetings Law concerns (i.e. potential walking quorums or illegal meetings) and due to the potential appearance of impropriety surrounding communications that are perceived to be inappropriately “secretive” even if not unlawful.
2. Communications regarding matters that involve individually identifiable students, due to potential violation of the laws surrounding student privacy and the confidentiality of student record information.
3. Communications regarding District matters that are considered confidential or highly sensitive (i.e. closed session content, personnel matters, etc.), due to issues surrounding the security and possible improper disclosure of the information.

Each Board member has an obligation to ensure that he/she does not violate the Wisconsin Open Meetings Law through his/her participation in electronic communications (or other technology-facilitated activities) that involve multiple members of the Board, a Board committee, or any other District-created governmental body on which the Board member serves. As an example of actions regulated under the Open Meetings Law, Board members must avoid creating a “walking quorum” through any series of communications among members of the Board who agree, tacitly or explicitly, to act uniformly in sufficient number to determine the Board’s course of action on any matter.

Unless the Board member is performing a legally-designated duty or responsibility, or unless he/she has been expressly authorized by the Board, an individual Board member shall not, in his/her electronic or other communications, either (1) purport to speak on behalf of the entire Board or for the District, or (2) speak in a manner that purports to obligate the Board or District to a particular course of action.

There should be no expectation of privacy for any messages sent or received via the District e-mail system. Messages may be subject to disclosure under the Wisconsin Public Records Law unless an exemption would apply.

**Legal Reference:**                    **Chapters 19, Subchapter II and V, Wisconsin Statutes**  
   **Section 120.13(28), Wisconsin Statutes**  
   **Section 943.70, Wisconsin Statutes**

**Section 947.0125, Wisconsin Statutes**

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