

Appendix to Policy Governance Manual

Howard–Suamico School District

Adopted: February, 2009

Updated: June, 2011

December, 2011

July, 2014

May, 2016

June, 2016

June, 2018

May, 2019

0142
0142.1

Election/Appointment
Electoral Process

The Board of Education shall consist of seven (7) members. Members of the Board shall be elected annually at the spring election on the first Tuesday in April in a manner that is consistent with State law.

The Board shall be apportioned as follows (pursuant to Section 120.02(2) of the Wisconsin Statutes: For the 2017 April Election, one Howard seat will go to at-large and one Suamico seat will go to at-large. For the 2018 April Election, one Howard seat will go to at-large and one Suamico seat will go to at-large. For the 2019 April Election, two Howard seats will go to at-large and one Suamico seat will go to at-large. The total number of elected school board members remains the same (i.e. seven members).

Approved: (08/01/2016 Annual Meeting)

School Board members elected for regular or unexpired terms shall take office, provided they have taken and filed the official oath, on the fourth Monday in April. Each Board member shall serve for a term of three (3) years.

120.02(2), 120.06 (1), 10.68 (5)(2b), Wis. Stats.

0142.5

Vacancies

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being found mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's removal from office
- D. the incumbent's conviction of a felony or imprisonment for one or more years
- E. the incumbent's election or appointment being declared void by a competent tribunal
- F. the incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required
- G. the incumbent's ceasing to possess the legal qualifications for holding office

H. the incumbent moving his/her residence out of the District

I. the incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of his/her intent to return to his/her unexpired term.

When a board member decides to terminate his/her term of office, the Board requests a notification of intent to resign in writing so the Board may plan appropriately for the vacancy. A vacancy shall be filled by the remaining members of the Board in accordance with 17.26. 17.03 et seq., Wis. Stats.

Filling a Board Vacancy

If a majority of the Board is still seated, the vacancy may be filled by the Board using the following procedure:

- A. The Board may seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- B. All applicants are to submit a notice of their interest, in writing, to the District Office.
- C. The Board may interview candidates to ascertain their qualifications.
- D. Appointment by the Board to fill a vacancy shall be by a majority vote of the existing Board. If the vacancy is not filled within sixty (60) days of the date on which the vacancy first exists, the vacancy shall be filled by appointment of the Board President.

(Revised: 05-23-16)

0142.7

Orientation

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures. Accordingly, the Board shall give to each new Board member no later than his/her first regular meeting as a Board member for his/her use and possession during the term on the Board the following items:

- A. a copy of the Board policy manual
- B. a copy of each current employee handbook
- C. the current budget statement and related fiscal materials
- D. Board orientation manual

Each new Board member shall be invited to meet with:

- A. the Board President
- B. the Superintendent
- C. the Assistant Superintendents

to discuss Board functions, policies, and procedures.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

(Revised: 07-16-18)

0144.1

Compensation

Board members shall receive compensation as approved by the electors at the Annual Meeting.

Board members shall receive an annual salary or an amount for each school board meeting the member actually attended as approved by the electors at an Annual Meeting, unless the member has provided timely annual notice of refusal to accept the salary. Notice must be provided prior to taking the oath of office and performing any service for the initial year of election or appointment, and may be renewed for subsequent years by notice at least thirty (30) days prior to the member's taxable year, unless statutory exceptions apply. Board members not included in the preceding sentence may refuse to accept the salary by providing notice to the Board Clerk and Treasurer at least thirty (30) days before the start of the Board member's next taxable year. Although the notification applies only to that taxable year, Board members may renew the refusal to accept the salary by sending timely annual notification.

Expenses of a Board member when authorized by the Annual Meeting shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- B. When attending a Board-approved conference, fees, parking, mileage, meals, and housing will be reimbursed in accordance with the District's reimbursement guidelines.
- C. No entertainment expenses or purchases of alcoholic beverages are reimbursable.

(Revised: 07-16-18)

(Revised: 5-06-19)

0152

Officers

The Board shall elect, from among its members, a President, Vice-President, Treasurer/Deputy Clerk, and a Clerk. Such election shall occur at the Annual Reorganization Meeting on or within thirty (30) days after the fourth (4th) Monday in April.

120.05, Wis. Stats.

Election of officers shall be by a majority of voting members. Secret ballots may be utilized only for election of officers. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

(Revised: 12-12-16)

(Revised: 07-16-18)

0155

Committees

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the contemplated closed meeting pursuant to 19.84, Wis. Stats. In addition, committee meetings may provide for a period of public participation, and recording appropriate minutes of the meeting. A committee shall require a quorum, consisting of a majority of its members, to take any action. A committee may conduct a closed meeting providing it is for one of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting.

(Adopted: 07-16-18)

0161

Parliamentary Authority

The parliamentary procedure governing the Board for the orderly conduct of meetings, shall be Robert's Rules of Order, Newly Revised as defined in Chapter XVI, "Boards and Committees" (including such procedural flexibility allowed in Section 49 of Robert's: "Procedure in Small Boards"), in all cases in which it is not inconsistent with statute, administrative code, or these by laws.

Any failure to comply with the above procedural protocols will not affect the validity of any substantive action taken by the Board within its legal authority.

(Approved 05-06-19)

0164.1

Regular Meetings

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

(Adopted: 07-16-18)

0164.2

Special Meetings

A special meeting of the Board shall be held upon the written request of any School Board member provided there is compliance with the following notice provisions and State law.

Said notice shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the District. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the Board office and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board at least 24 hours prior to the meeting. A special meeting may be held without prior notice if all Board members are present and consent or if each member consents in writing even if s/he does not attend.

(Adopted: 07-16-18)

(Revised 05-6-19)

0167.2

Public Participation at Board Meetings

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Agenda Item

Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than ten (10) business days prior to the meeting and include:

- A. name and address of the participant
- B. group affiliation, if and when appropriate
- C. topic to be addressed

Such requests shall be subject to the approval of the Superintendent and the Board President.

0167.3

Voting

All regular and those special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless approved at a meeting of the Board by a majority vote of the members present at the meeting, unless otherwise required by law, and a proper record made of the vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

*19.83, Wis. Stats
(Approved: 05-23-16)*

0167.4

Participation in Board Meetings by Remote Electronic Means

In order to execute the duties of their elected office, it is expected that Howard-Suamico Board of Education members be physically present at all meetings. Unforeseen, extenuating circumstances may require a Board member not to be physically present at a legally convened meeting, and said Board member may participate in the meeting by remote electronic means. This policy is intended to set forth criteria for determining the appropriateness of conferencing by remote electronic means at a board meeting and how members may participate by remote electronic means.

Board members who are unable to be physically present at a meeting may participate by remote electronic means so long as the meeting and discussion among Board members is reasonably accessible to the public and the news media. This can be accomplished by using remote electronic means at the meeting location, which allows the Board member to be heard and to hear the comments of those in attendance at the meeting, including members of the public.

Board members participating by remote electronic means:

- will be noted as such on meeting minutes
- may not make or second motions
- may not vote on motions
- may not participate in closed sessions

Inappropriate Participation in Board Meetings by remote electronic means:

If the remote electronic means is faulty, which results in unintelligible transmission between the Board members in attendance and the Board member participating by remote electronic means, the Board member participating by remote electronic means will be considered not present at the meeting.

Participation in meetings by remote electronic means-wherein the demeanor of witnesses is valuable in assessing the weight and credibility of the presentation, or where complex plans, engineering drawings, charts and the like need to be displayed and explained will not constitute adequate participation in a meeting, and the Board member participating by remote electronic means will be considered not present.

(Revised: 01-10-11)

LEGAL REF: Section 19.82, Wisconsin Statutes
Section 19.89, Wisconsin Statutes
Opinion of the Attorney General, 39-80

0167.5

Use of Electronic Mail

E-mail is a form of communication that could conflict with the Open Meetings Law and must be preserved for production in the context of a public records request. Board members are strongly discouraged from communicating regarding Board business with other Board members, district administrators, school staff or members of the community via electronic mail. If a Board member does utilize electronic mail, it may be used only for the purposes of communicating: brief, factual responses to questions posed by members of the public, administrators, or school staff with a concurrent copy of the response sent to the Superintendent.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

(Approved: June 2016)

0167.6

E-mail – Public Records

There should be no expectation of privacy for any messages sent by e-mail. All e-mail sent or received by any member of the Board in the course of conducting the business of the Board, not using the District provided e-mail address, shall be provided to the District’s Records Custodian or the Superintendent for preservation. Such records may be subject to disclosure under the Public Records Law.

(Board approved: June 2016)

0167.7

Definition of Owners of the District

(Board approved: 12-12-11)

- Owners of the District are identified as property taxpayers.

0167.8

Process for Board Linkages

(Board approved: 12-12-11)

- The process for Board linkages will include a qualitative and quantitative core set of questions with allowance for variance based on uniqueness of each group.
- The questions for Board linkages will contain a range of governance relevant questions.

Long Term Advocacy Strategy

(Board Approved: 01-30-12)

Criteria

Connection to Student Achievement

Timeliness (Active in Legislation?)

Scope of Impact

Levels of Advocacy

Active Engagement -

Communicate and Monitor

Monitor

Study

No action needed

(May ask legislator(s) to advocate for a bill;

Consider needs of the district as a whole)

0167.9

Superintendent Succession Planning Process

(Board Approved: 07-21-14)

Definition: Succession Planning

Succession planning is an organized, proactive process designed to ensure that the right people will be in place to sustain and promote the culture and goals of the District into the future.

Procedures

1. The Succession Planning Committee will prepare for and manage a planned or unplanned change of leadership of the Superintendent.
2. The Succession Planning Committee will:
 - a. Review the District's mission, vision and goals which will become the basis for determining the key leadership competencies and qualifications necessary to further the District's progress and review and update the Succession Plan. Changes to the plan require Board approval.
 - b. Consult with the incumbent Superintendent regarding her/his career plans to provide for an informed Succession Plan.
 - c. Annually review the District's emergency/short-term transition plan, i.e. *EL-2 Emergency Superintendent Succession*, which shall include:

The Superintendent's recommendation for an Interim Superintendent who would replace him/her in the case of a temporary absence and a timeline for appointment.

Succession Plan Process: Emergency/Short-Term Change in Leadership

1. The absence status will be communicated to all stakeholders.
2. The Superintendent will review her/his roles and duties with Acting Superintendent.
3. The Acting Superintendent shall consult with the Superintendent, if available, on major decisions and continue to implement the annual goals of the Superintendent and District; and,
4. If the short-term absence is determined to be long-term or permanent, then the Board will decide the process for appointing an Interim Superintendent.

Succession Plan Process: Permanent Leadership Change

1. Upon announcement of the resignation or vacancy of the Superintendent, the Board will put the Succession Plan into effect. A Board appointed Succession Planning Committee will make recommendations to the full Board regarding the specific procedures to be used and the process for filling the vacancy. Minimally, this plan will include:
 - a. Communication Plan outlining the selection process
 - Announcement of the Superintendent's resignation or vacancy will be shared with both staff and community. Following Board

approval, a statement of the Succession Plan and process for filling the vacancy will be announced. (See Attachment A).

- Information will be communicated through the following channels, including email communications, newspapers, website, parent newsletters, and public meetings (i.e. as necessary).
- b. The process for identifying executive search consulting services. If the Board determines it is necessary, it may choose to retain an executive search firm and issue a request for proposal.
- c. A timeline and schedule of recruitment selection activities including opportunities for input from key stakeholders.
- d. A transition time period between the outgoing Superintendent and the incoming Superintendent.
- e. Negotiation of the Superintendent's contract; and
- f. Appointment of the new Superintendent and assistance in the transition.

Succession Planning Procedure - Attachment A
Succession Plan Process: Timeline for Permanent Change in Leadership

1. Announce resignation or vacancy to staff and community
2. Announce transition plan, which may include appointment of an Acting Superintendent
3. Board decision on search process
4. Process begins with announcements of search process
5. If deemed necessary, the Acting Superintendent shall take over the responsibilities of the superintendency until such time it becomes necessary to appoint an Interim Superintendent
6. Board President and Assistant to the Superintendent manage communications
7. Superintendent search begins
 - Preparation
 - Decision on search firm
 - Timelines
 - Staff and community input
 - Recruitment
 - Solicitation of applications
 - Board leadership and support
 - Screening of applicants
 - Visitations
8. Communication -press release(s) on search process -communication(s) to staff
9. Culminate Superintendent search process
10. Negotiate contract
11. Appoint new Superintendent

12. Interim Superintendent consults with newly appointed Superintendent to assist in the transition

(Board Approved :07-21-14)

0168 **Board Meeting Cancellations** - The Board shall not convene on days when the school district is officially closed because of undue safety concerns to board members, district staff and district facilities.

(Board Approved 3-11-19)