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**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL BOARD ELECTIONS**

**9110**

The Board of Education of the School District of West De Pere shall be elected at the general election held on the First Tuesday in April of each year, following the procedure outlined for such election by the state statutes.

Board members are elected from the District at large for a term of three years, or until their successor is duly elected or appointed. Two members of the five member board are elected each year, with the exception of every three years, when only one board member is elected. Such term of office is to commence on the fourth Monday in April. Board members elected shall, before taking office, take and sign an oath of office administered by the school district clerk.

LEGAL REFERENCE: Section 120.01, 120.02, 120.06, Wisconsin Statutes

**ADDENDUM**

CURRENTLY HELD BY	EXPIRES
Jenni Fuss/Jason Dorn	2026
Barbara Van Deurzen/Scott Borley	2025
Ryan Van Den Heuvel	2024

ADOPTED: 10/17/72

REVISED: 12/15/88, 12/19/96, 1/13/97, 9/21/16, 4/22/19, 4/29/2020, 5/17/2021, 6/27/2022, 6/21/2023

**SCHOOL DISTRICT OF WEST DE PERE**  
**FILLING BOARD VACANCIES**

**9111**

Vacancies on the board shall be filled by appointment by the remaining members of the Board in accordance with state law and the procedures outlined in this policy. Such appointees shall hold office until a successor is elected and takes office.

When a vacancy occurs of a member who is in the last year of a term, or when the vacancy occurs after the spring election but on or before the last Tuesday in November of a member who is not in the last year of a term, the successor shall be elected at the next spring election.

When a vacancy of a board member who is not in the last year of a term occurs after the last Tuesday in November and on or before the next spring election, the successor shall be elected at the 2nd following spring election.

Any person selected to fill a vacancy and so notified, shall be deemed to have accepted the appointment unless the person files a written refusal to serve within 5 days.

When a board vacancy occurs, these procedures shall be followed:

1. Public notice shall be made through regular posting methods;
2. Candidates shall contact the board president in writing by the deadline established by the board;
3. Persons who have indicated candidacy shall be given an opportunity to make statements on their behalf at an open meeting of the board noticed for that purpose;
4. members of the board may ask questions of the candidates;
5. Any qualified elector of the district shall be given an opportunity to make a statement on behalf of the candidate;
6. Board members may, if so desire, discuss the candidates before voting. Such discussion is to be in open session;
7. Board members shall use signed paper ballots to select the new board members. A simple majority will be required. In case of a tie, further discussion and voting will take place until a majority occurs;
8. The district administrator, or designee, shall tabulate and read results. The signed paper ballots shall be available for public inspection;
9. The candidate appointed to the vacancy shall then execute the oath of office and be seated on the board.
10. If no candidate is selected within 60 days of the date on which the vacancy first exists, the Board President must select a candidate to fulfill the vacancy.

LEGAL REFERENCE: Section 17.03, 17.26, 19.01, 120.06, Wisconsin Statutes

ADOPTED: 10/17/72

REVISED: 11/19/80, 12/15/88, 6/21/07, 8/22/17

**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD MEMBER QUALIFICATIONS**

**9112**

A person is legally qualified to become a member of the board who is a United States citizen and a qualified elector of the school district.

In addition, it would be desirable that members of the Board 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 REFERENCE: Section 6.02, 8.21, 120.06 ,Wisconsin Statutes

ADOPTED: 12/15/88

REVISED: 12/19/96, 1/13/97

REVIEWED: 10/18/16

**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD MEMBER OATH OF OFFICE**

**9113**

Within eight (8) days after the election or appointment to the Board, the school district clerk shall, as provided by law, notify such person of appointment or election. On or prior to the day provided for taking office, a school board member shall take and file the official oath of office:

“I, the undersigned, who have been duly elected (or appointed) to the School District of West De Pere Board of Education, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United States, and the Constitution of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability. So help me God.”

LEGAL REFERENCE: Section 19.01, 120.06, Wisconsin Statutes

ADOPTED: 12/15/88

REVISED: 6/21/07

REVIEWED: 10/18/16

**SCHOOL DISTRICT OF WEST DE PERE**  
**TYPES OF SCHOOL BOARD MEETINGS**

**9119**

The School Board shall officially transact all business at a legal meeting of the Board. All meetings shall start promptly at the appointed hour and be posted according to state statute.

The Board shall hold various types of meetings, including:

1. Regular Meeting- the usual official legal action meeting each month.
2. Special Meeting- an official legal action meeting called between scheduled regular meetings.
3. Executive Session- a closed meeting called and conducted in compliance with Wis. Stat. 19.81 et seq.
4. Committee Meeting- a working session of no more than two members for the purpose of developing recommendations for full Board consideration at a later date.

The Board shall normally conduct its regular meeting on the third Wednesday of every calendar month at 5:30 p.m. Unless decided by prior agreement, the place of the meeting shall be at the District office. The meeting will be conducted according to State Statutes, or in the absence of such, prescribed by the Roberts Rules of Order.

CROSS REFERENCE: 8400 Board Meetings

LEGAL REFERENCE: Section 120.11, 120.12, 19.81-19.84 Wisconsin Statutes

ADOPTED: 9/20/78

REVISED: 12/15/88, 1/13/97, 11/18/09, 8/20/13, 1/25/17

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL BOARD WORK SESSIONS AND RETREATS**

**9123**

The Board, as a decision making body, is confronted with a continuing flow of problems, issues, and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action. Therefore, the Board may schedule work sessions and retreats from time to time in order to provide its members and administrative staff with just such opportunities. Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in accordance with state law on public meetings.

CROSS REFERENCE: 8430 Agenda

LEGAL REFERENCE: Sections 19.81-19.84, Wisconsin Statutes

ADOPTED: 9/20/78

REVISED: 12/19/96, 1/13/97

REVIEWED: 12/9/16

**SCHOOL DISTRICT OF WEST DE PERE**  
**ORGANIZATIONAL MEETING**

**9200**

The annual organizational meeting of the School District of West De Pere Board of Education shall be held on or within 30 days after the 4th Monday in April.

The purpose of the organizational meeting shall be to elect a President, Vice President, Clerk, Treasurer, and WASB Correspondent to serve for a one-year term.

In addition, the Board selects a CESA delegate to serve at the annual CESA convention in May. If this CESA delegate is selected by the CESA Annual Meeting, this person serves a three year term on the CESA Board of Control.

Following the Board reorganization, the Board will reconfirm the following:

Regular meeting schedule date/times, attorney, audit, newspaper, and depository.

CROSS REFERENCE: 9210 Board President  
9220 Board Officers

LEGAL REFERENCE: Section 19.83, 120.05, Wisconsin Statutes

ADOPTED: 12/15/88  
REVISED: 6/21/07  
REVIEWED: 4/6/17



**OFFICERS OF THE DISTRICT, AUXILIARY PERSONNEL, AND THEIR DUTIES**

The school district shall consider of the following elected officers and auxiliary personnel:

President;

Vice President;

Clerk;

Treasurer;

CESA Representative;

WASB Correspondent;

School Attorney;

Auditor;

LEGAL REFERENCE: Section 120.15-17, Wisconsin Statutes

ADOPTED: 12/15/88

REVISED: 12/19/96, 1/13/97

REVIEWED: 4/6/17

**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD PRESIDENT**

**9210**

In addition to the duties prescribed by law or by the policies of the Board, the president will exercise such other powers as listed below and as properly pertain to the office or may be delegated by the Board.

1. The duties of the president will be to preside at all sessions of the Board, to preserve order, to enforce rules, to sign all legal documents as required by law, and to appoint all Board committees.
2. The president will serve as official spokesperson for the Board or appoint another member to speak for the Board in communications with the media.
3. The president will appoint Board members, school personnel, or citizens to serve on advisory committees and other agencies as directed by the Board.
4. The president will establish liaison with other government agencies to assist in cooperative action.
5. It is the duty of the president to provide the necessary leadership to individual Board members, to help them to serve as a productive part of the Board and also help the Board to act as a cohesive whole.
6. It is the responsibility of the president to be available for counsel to the superintendent of schools.
7. The superintendent of schools will prepare the agenda for all Board meetings in consultation with the president.
8. At all meetings of the Board, the president may make or second a motion, and will exercise privileges as a Board member, including the power to vote on any question put to the vote of the entire Board.

CROSS REFERENCE: 9220 Board Officers

ADOPTED: 12/15/88

REVIEWED: 6/21/07, 4/16/17

**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD OFFICERS**

**9220**

Duties of the School District President:

The president serves as chairman of all board meetings and sees that minutes are properly approved and signed. The president must countersign all orders for the disbursement of district funds, defend the district from actions brought against it and prosecute actions brought by the district, and perform other duties as outlined in section 120.15, Wisconsin Statutes.

Duties of the School District Vice President:

The vice president's duty is to discharge the president's duties if the president is unable to discharge those duties due to disability or absence from the district.

Duties of the School District Clerk:

The clerk shall keep records of all meetings, direct the posting of all legal notices, prepare and sign all legal documents, and perform other duties as outlined in section 120.17, Wisconsin Statutes.

Duties of the School District Treasurer:

The treasurer shall receive and sue for all money appropriated to or collected for the school district and disburse the same. The treasurer shall be responsible for financial transactions reports, and timely deposits of district funds, and perform other duties as outlined in section 120.16, Wisconsin Statutes.

Duties of the School District CESA Representative/WASB Correspondent:

The CESA Representative will represent the district at the CESA level. The WASB Correspondent will receive and distribute any legal information for WASB regarding the operation of the school district.

CROSS REFERENCE:       9200 Organizational Meeting  
                                  9210 Board President

LEGAL REFERENCE: Section 120.15, 120.16, 120.17, Wisconsin Statutes

ADOPTED: 12/15/88

REVISED: 1/13/97

REVIEWED: 4/6/17

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL ATTORNEY**

**9250**

The School District of West De Pere Board of Education shall appoint an attorney for the district. The attorney shall act as legal counsel for the Board and the district administrator and shall give legal advice on all matters pertaining to public schools in the district.

The Board may pay an annual retainer fee for legal services.

LEGAL REFERENCE: Section 120.13 (9M), Wisconsin Statutes

ADOPTED: 12/15/88

REVISED: 1/13/97

REVIEWED: 4/6/17

**SCHOOL DISTRICT OF WEST DE PERE**  
**AUDITOR**

**9260**

The School District of West De Pere Board of Education shall have the annual audit of the books and affairs of the district made either by private auditors or by the department of state audit.

LEGAL REFERENCE: Section 120.14, Wisconsin Statutes

ADOPTED: 12/15/88

REVIEWED: 6/21/07, 4/6/17

REVISED: 4/22/19

**ADDENDUM-CURRENT AUDITOR**

CliftonLarsonAllen LLP [formally Schnek Business Solutions], P.O. Box 11768, Green Bay, WI  
54307-1768

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL BOARD POLICY DEVELOPMENT**

**9310**

It shall be the policy of the School District of West De Pere to develop and maintain written policies regarding the operations of the school district. Such policies should guide the Board in making decisions and provide guidelines to be followed by administration and staff.

In formulating policies, the Board will adopt general principles and statements of intent. The Superintendent will, when necessary or when directed by the Board, prepare written regulations to ensure the implementation of Board policy.

The Superintendent and/or Policy Committee, in cooperation with staff and the Board, will recommend policies for adoption and recommend revision of existing policies. Policies and/or revisions may be proposed by any member of the Board, by any lay group or organization, or by any citizen.

Policy drafts will be prepared by the Superintendent and reviewed by the Policy Committee. Following review and revision, drafts will be submitted to the Board for a First Reading. A Second Reading during the next Regular meeting will be required before the policy is officially adopted and recorded in the minutes. A majority of all votes cast at a duly constituted meeting shall be necessary for the policy to be legally binding. Deletion of policies shall follow the same procedure used for adoption and revisions of policies.

Until a policy is adopted by the Board, the old policy, or if no current policy exists, administrative judgment, will rule. Should circumstances warrant it, immediate action may take place after a First Reading.

Policies shall be maintained by the Superintendent and policy booklets are to be provided to the school offices. Policies will be available on the district website for all staff and community members.

CROSS REFERENCE:       2440 Administrative Leeway in Absence of Board Policy  
                                  9315 Policy Distribution Policy

ADOPTED: 9/15/88

REVISED: 2/18/97, 11/15/04, 12/16/09, 2/8/17

**SCHOOL DISTRICT OF WEST DE PERE**  
**POLICY DISTRIBUTION POLICY**

**9315**

The Superintendent shall make reasonable efforts to disseminate policies adopted by the Board to employees of the district, students and citizens. Copies shall be distributed as follows:

1. One to the office of each building and
2. District website.

All policy manuals distributed are the property of the Board and shall be considered as “on loan”. They are subject to recall at any time deemed necessary by the Superintendent. Staff will be sent notice of updates in policy upon adoption by the Board of Education via internal group email and directed to the district’s website to view and/or print updated policy as they wish.

ADOPTED: 9/15/88

REVISED: 11/15/04, 12/16/09, 11/20/13

**SCHOOL DISTRICT OF WEST DE PERE**  
**SPECIAL BOARD MEETINGS**

**9361**

A special meeting of the Board of Education may be called by the president or any member of the Board by serving upon the other members a written notice of the time and place of the meeting. Such notice shall be given to each member at least twenty-four hours before the meeting, unless such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.

Statutory required notice shall be posted and published.

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

LEGAL REFERENCES: Section 19.84, 120.11 (2), Wisconsin Statutes

ADOPTED: 12/15/88

REVIEWED: 6/21/07, 12/9/16



**SCHOOL DISTRICT OF WEST DE PERE**  
**EXECUTIVE SESSIONS**

**9364**

All meetings of the Board will be open to the public except any meeting of the Board upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided for by state statutes and those listed below:

- a. Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.
- b. Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and paragraph "f" do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.
- c. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.
- d. Considering specific applications of probation or parole, or considering strategy for crime detection or prevention.
- e. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- f. Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph "b" applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigation of charges against specific persons except where paragraph "b" applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- g. Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- h. Consideration of request for confidential written advice from the ethics board/commission under s. 19.46(2), or from any local government ethics board under s. 19.59(5).

**SCHOOL DISTRICT OF WEST DE PERE      9364 cont'd**  
**EXECUTIVE SESSIONS**

No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such an announcement shall become part of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session.

Generally, it is the policy of the Board to finalize executive session concerns in open session immediately following the closing session. Should reasons dictate that actions remain under executive provisions, it shall be the policy to disclose such information and actions as soon as appropriate.

CROSS REFERENCE: 9369 Board Minutes

LEGAL REFERENCE:      Section 19.81 et seq, Wisconsin Statutes  
                                    Section 19.85, Wisconsin Statutes

ADOPTED: 11/17/88

REVISED: 1/13/97, 1/25/17

**SCHOOL DISTRICT OF WEST DE PERE**  
**QUORUM**

**9367**

A majority of the elected Board of Education members constitute a quorum for the transaction of business at a regular or special meeting. If a quorum is not present, the board cannot legally transact business and any action it may take does not legally bind the district. A board may not set its own quorum by rules or by-laws.

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.

There shall be no alteration of salaries of teachers, or other employees of the Board, and no suspension of the policies, rules, and regulations unless a majority of the whole board so votes.

When a quorum is present, a majority of those actually voting is legally binding. One who refuses to vote or casts a blank ballot is assumed to accept the decision of those who did vote.

LEGAL REFERENCE: Section 120.11 (1) Wisconsin Statutes

ADOPTED: 12/15/88

REVIEWED: 6/21/07, 12/9/16, 3/31/2020

**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD MINUTES**

**9369**

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

Copies of the minutes shall be made available to all Board members prior to the meetings at which the minutes are to be approved. The minutes shall become permanent records of the Board, shall be filed in the district office, and shall be made available to interested citizens during office hours.

The minutes shall include a statement of each receipt and expenditure as required by state law. The minutes shall be published in the designated official newspaper.

**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. The Clerk and President shall sign such minutes. At a minimum, the minutes of the closed session should include the general subject matter of any motions, the person 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 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 minutes must be published in accordance with state law.

LEGAL REFERENCE: Sections 19.21, 19.88, 120.11(4) Wisconsin Statutes

CROSS REFERENCE: 8360 Public Records

ADOPTED: 11/17/88

REVIEWED: 6/21/07

**VOTING**

All Board Members shall have the authority to make, second, and vote on motions. A majority of all votes cast at a duly constituted meeting shall be necessary for the transaction of business. All motions shall be carried by a majority of the members present or as otherwise required by law.

Votes on all motions and resolutions shall be by “ayes” and “noes”. No secret ballots shall be used. On a voice vote, any member may request that his or her voice be recorded.

Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any decision of a governmental body. For the purpose of election of officers, a secret ballot may be requested by any board member.

Any member of a governmental body may require that a vote be taken at any meeting in such a manner that the vote of each member is ascertained and recorded in the minutes.

The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection.

LEGAL REFERENCE: Section 19.88, Wisconsin Statutes

ADOPTED: 12/15/88

REVISED: 1/13/97

**SCHOOL DISTRICT OF WEST DE PERE**  
**DISTRICT ANNUAL MEETING**

**9410**

All citizens of the School District of West De Pere shall be encouraged to attend all District and Annual Meetings of the Board.

The voters at the Annual Meeting shall set the date and hour to hold the next Annual Budget Hearing and Annual Meeting and may authorize the School Board to establish a different date or hour for the next meeting. The date of the Annual Meeting must fall between May 15 and October 31.

The District Clerk must provide proper statutory notice regarding posting and publications for district meetings.

As the law is rather specific regarding the powers of the Annual Meeting, the Board will review the law carefully in developing the agenda. All qualified electors of the district are eligible to attend and vote on matters relating to the affairs of the district at the Annual Meeting.

CROSS REFERENCE: 9420 Special School District Meetings

LEGAL REFERENCE: Section 120.02 (4), 120.08, 120.09, 120.10 Wisconsin Statutes

ADOPTED: 1/13/97

REVISED: 11/18/09, 6/21/17, 8/22/17

**SCHOOL DISTRICT OF WEST DE PERE**  
**SPECIAL SCHOOL DISTRICT MEETINGS**

**9420**

Matters prescribed by statute may properly be addressed through a Special School District Meeting.

Special School District Meetings are called by the Clerk, as in the Clerk's absence, the school district President or Treasurer. Such meetings may be called upon in the motion of the School Board as on presentation of a written request signed by at least three percent of the number of heads of families residing in the school district or 100 electors, whichever is less.

If the request for the meeting includes a subject beyond the power of the Special District Meeting to transact (120.10, Wis. Stat.), the Clerk must reject that subject and must so notify each elector who signed the request.

The requirements for public notice are the same as those for the Annual School District Meeting.

CROSS REFERENCE: 9410 Annual District Meeting

LEGAL REFERENCES: Section 120.02 (4), 120.08, 120.09, 120.10, 120.13 (2), 121.54 (2)(c)  
Wisconsin Statutes

ADOPTED: 12/15/88

REVISED: 1/13/97

REVIEWED: 6/21/17