

8000 SERIES	INTERNAL BOARD POLICIES	
8100	Board of Education	(1/2024)r
8110	Board Responsibilities	(6/2021)
8115	Board Evaluations	(10/2019)
8116	School Board Evaluation System	(4/2004)
8116 (E)	School Board Evaluation Form	(4/2024)
8116 (E2)	Board Member Self-Evaluations	(2/2013)
8120	District Priorities	(6/2021)
8121	District Priorities and Building Goals	(8/2023)
8130	Board Committees	(1/2024)r
8130 (E)	Board Committees	(annual)
8140	Citizens Advisory Committees	(11/88)
8200	School Board Member's Code of Ethics	(5/2024)r
8210	Orienting New Board Members	(5/2010)
8211	Resignations	(1/2024)r
8215	Opportunities for Development	(4/1992)
8220	Board Members	(4/2023)
8230	Board Member Authority	(11/96)
8240	Polling of Board Members	(3/2024)r
8350	Records Retention	(10/2021)
8360	Public Records Policy	(11/96)

8360.1	Public Records Notice to Employees	(4/2023)
8360.2	Public Records Notice to the Public	(5/2003)
8400	Board Meetings	(7/2024)
8410	Public Notice	(3/2020)r
8420	Public Participation at Board Meetings	(3/2020)r
8430	Agenda	(3/2020)r
8440	Preparations for and Attendance at Board Meetings	(7/2019)
8450	Board Members in Emergency Situations	(4/2020)
8500	School Board Memberships	(11/96)
8600	Board Members Reimbursement Policy	(11/2012)
8700	School Board Response to Employee/Student Personal Crisis	(9/2004)

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

**8100**

- A. The Board of Education is the legally constituted authority for the management and in the District control of the schools. It is the duty and responsibility of the Board to provide a program of education for the people of the District.
- B. In carrying out this responsibility, the Board shall adopt policies for the management and control of the school system and exercise legislative and judicial functions.
- C. It is policy and understanding of the Board of Education the laws of Wisconsin assign powers and duties (Sec. 120.12 and 120.13) to the Board as a whole. As an individual, a Board member has no authority to speak or act for the Board unless specifically authorized to do so.

ADOPTED: 8/4/68

REVIEWED: 1/15/2024

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

**8110**

The major responsibility of the Board of Education shall be policy-making in nature. The Board shall formulate and adopt board policies regarding the employment of personnel, educational programs, and instructional material, physical plant and equipment, finances, and public relations.

The Board shall employ a superintendent as its professional advisor and properly delegate to him/her the authority and responsibility to execute its policy, enforce its rules and regulations, and administer the schools. The Board exercises its supervision primarily through the superintendent and does not deal with individual subordinate staff members on specific problems.

The Board shall develop, in coordination with the administration, sound, realistic budgets. Upon approval of the budget, the Board shall provide the financial resources necessary for executing its policy.

The Board shall continuously evaluate the effects of its policies and the manner of their execution.

The Board shall have in place a current Strategic Plan.

The Board shall annually evaluate its own effectiveness.

The Board shall undertake any other responsibilities mandated by state and federal legislation.

ADOPTED: 4/8/68

REVISED: 4/17/89, 10/17/98, 11/21/96, 6/16/2021

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

**8115**

The West De Pere School Board recognizes the need for self-evaluation. Self-evaluation is essential to continual improvement and the successful delivery of the Board's governance responsibilities.

The Board will establish a process and an evaluation instrument to assess its own performance. The evaluation instrument will include both a Board evaluation and a self-evaluation by each member. The Board, at its discretion may have others use the instrument to rate the Board. A rating scale will be used with the Board evaluation.

Priorities for improvements will be established from the tabulated results of the evaluation. Attention to specific Board behaviors and decisions that assist in fulfilling its responsibility will be reviewed to ensure that the work of the Board promotes the district's mission.

Evaluation will take place each January-February.

CROSS REFERENCE: SCHOOL BOARD EVALUATION SYSTEM-8116, BOARD  
MEMBER SELF-EVALUATION -8116 (E2)

ADOPTED: 4/17/89

REVISED: 11/15/90, 2/17/03, 10/15/19

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL BOARD EVALUATION SYSTEM**

**8116**

The Board evaluation will be completed in the following areas:

- A. District Mission/Board Goals
- B. School Board Meeting
- C. Policy and Planning
- D. Board and Superintendent
- E. School Programs
- F. School Community Relations
- G. Finance
- H. Personnel Relations

Each item should be completed. If a board member is unsure of an evaluation item, they should select the “Need to Observe” choice. At the conclusion of each section comments may be made.

The individual evaluations will be summarized and the Board will review all areas. Progress towards annual goals will also be discussed and reviewed during the evaluation session.

Any items identified as improvement needed, will require further consideration for board goal development.

CROSS REFERENCE: BOARD EVALUATION -8115  
BOARD MEMBER SELF-EVALUATION- 8116 (E2)

ADOPTED: 4/17/89

REVISED: 11/15/90, 1/13/03, 2/17/03, 4/15/2024

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL BOARD EVALUATION FORM**

**8116(E)**

Use the following rating scale and check the appropriate box:

- 1 - Excellent  
2 - Meets Expectations  
3 - Improvement Needed (must include explanation)  
N - Need to Observe

Comments may be written below each section.

<b><u>A. DISTRICT MISSION/BOARD STRATEGIC PLAN</u></b>	1	2	3	N
1. The board priorities are focused on improving student achievement.				
2. The district has a clearly stated and lived vision and mission.				
3. The board has engaged in the necessary activities to accomplish its priorities for the year.				
4. The board implements an ongoing planning process.				
Comments:				
<b><u>B. SCHOOL BOARD MEETING</u></b>				
1. The board projects a positive and courteous attitude and image to all present.				
2. The board builds trust through open and direct communication.				
3. The board models character and integrity in the performance of duties and responsibilities.				
4. The board establishes and maintains a high level of honesty, credibility, truthfulness, and avoids conflicts of interest.				
5. The board has specific policies which govern the development of the board agenda, the formal meeting procedure, including the hearing of delegations and citizens.				
6. Meetings are scheduled at regular times and locations, with sufficient notice to encourage participation of board members, employees, press, and community.				
7. The Superintendent and board chairman prepare the agenda and back-up materials. The materials are received prior to the meeting with sufficient time for individual study and preparation.				
8. The board chairman begins meetings on time, provides orderly procedures, clarifies agenda items, and summarizes discussions and motions before a vote is taken.				

<u>B. SCHOOL BOARD MEETING</u>		1	2	3	N
9.	School board meetings discuss items related to the educational program and the priority of student achievement, with professional staff invited to address the board on programs of interest.				
10.	Policy adoption, or items which are complex, controversial, or new issues, are first listed for discussion with action requested at future meetings.				
11.	The board uses its time to devote to matters pertaining to policy, planning and evaluation and does not needlessly use time discussing administrative matters.				
12.	Board members exchange ideas in an honest issue-oriented debate and abide by decisions made by the board as a whole.				
13.	After the meetings, news releases are given to the media and report of the meeting is provided to the staff.				
14.	Visitors to board meetings are made to feel welcome and provided information.				
15.	The board promotes mutual respect by encouraging open minded exchange of ideas and opinions in a conscientious, courteous manner.				
Comments:					
<u>C. POLICY AND PLANNING</u>		1	2	3	N
1.	The board maintains a comprehensive, codified, and up-to-date policy manual. The board keeps as a focus, the district mission and uses achievement data when making decisions.				
2.	The board involves staff, students, and community when necessary.				
3.	The board receives policy recommendations from the Superintendent and does not adopt policies without a thorough study and a first and second reading at board meetings.				
4.	Policies are reviewed and updated on an on-going basis for need and effectiveness. Additions/deletions are made to conform to current laws, trends, and issues.				
5.	The board adopts policies based on what is best for the students and assigns implementation and evaluation of policy to the administrative staff.				
6.	The board guides and supports policy decision making and avoids micro-managing the operation of the school district.				
7.	Policy contains the school system's Mission and Belief Statements, philosophy of education, and a process for long-and short-range planning, including the development of system wide priorities and objectives.				



<u>C. POLICY AND PLANNING</u>		1	2	3	N
8.	The district has a clearly stated and lived vision and mission.				
9.	District priorities are focused on improving student achievement.				
10.	The board is actively involved in creating the strategic plan.				
11.	The board has engaged in the necessary activities to accomplish its priorities for the year.				
12.	The board supports positively the pursuing of established priorities.				
13.	The board implements an ongoing planning process.				
14.	The Board is involved in the monitoring of the strategic plan.				
15.	The Board responds effectively and timely to outcomes of the strategic planning process.				
16.	The Board honors national, state, and local laws and regulations.				
Comments:					
<u>D. THE BOARD AND THE SUPERINTENDENT</u>		1	2	3	N
1.	The board provides comparable compensation for the highest level administrative position in the school system.				
2.	Budgetary provision is made and encouragement is given for the professional growth of the Superintendent.				
3.	The board has an annual, systematic process for the evaluation of the Superintendent and job description.				
4.	Areas of controversy and conflict are discussed openly with the Superintendent. The board and Superintendent disagree agreeably.				
5.	The Superintendent recognizes the governance duties which belong to the board; the board recognizes the administrative duties which belong to the administrator.				
6.	The board directs communication and questions concerning the school system to the Superintendent and not to other administrative personnel, unless requested to do so by the Superintendent.				

<u>D. THE BOARD AND THE SUPERINTENDENT</u>		1	2	3	N
7.	A working relationship of mutual trust, respect, and honesty exists between the board and Superintendent. Criticism of either is done in private.				
8.	The board and Superintendent keep each other informed of current issues and no surprises occur at board meetings.				
9.	The Superintendent and Board provide an operational program to acquaint new school board members with essential information needed to carry out their duties.				
10.	The Superintendent and administrative staff continually update board members on new and current progress and operations of the school system.				
11.	Inservice activities are provided in the school budget and are made available to school board members.				
12.	Resources of related organizations (DPI, WASB, WASDA) are utilized when information is of value to school board members.				
Comments:					
<u>E. THE SCHOOL PROGRAM</u>		1	2	3	N
1.	The board of education is continually made aware of the curriculum, organizational, and personnel requirements of DPI and State of Wisconsin Statutes.				
2.	The professional staff--and community, when appropriate--are actively involved in developing the curriculum of the school system.				
3.	The board has an established process, defined in policy, for the evaluation of the curriculum and receives reports on the instructional program from the school staff and uses achievement data when making decisions.				
4.	Curriculum decisions are based upon what is best for students with the priority being student achievement and not upon pressure from special interest groups.				
5.	The board attempts to keep up-to-date on the school program by attendance at workshops and reading of professional journals and books.				
6.	An effective staff development and in-service program, focusing on the improvement of instruction, is in operation.				
7.	The board provides adequate physical facilities for the school program.				
Comments:					

<u>F . SCHOOL-COMMUNITY RELATIONS</u>	1	2	3	N
1. The board projects a positive and courteous attitude and image to the staff, students, and community.				
2. The board has adopted a comprehensive school-community relations policy which authorizes an official spokesman for the board. Selected school personnel are assigned to release information and to communicate school activities, programs, and items of interest to the public.				
3. The board promotes community partnerships to enhance learning and achievement.				
4. Citizens participation in the schools is encouraged and citizen advisory committees are utilized, when appropriate.				
5. The board policies facilitate parent and community engagement.				
6. Media coverage is encouraged at board meetings and information concerning school programs and operations is routinely disseminated to the media.				
7. The board provides support and is involved with the PTO, various community groups, and other elected officials and advocates for students with local, state, and federal policymakers.				
8. Board members base decisions on what is best for the entire community and do not represent special districts or special interests group.				
Comments:				
<u>G. FINANCE</u>	1	2	3	N
1. The board has policies which insure efficient methods for purchasing of supplies and equipment for proper bookkeeping procedures, for adequate insurance coverage, and for investing of school funds.				
2. The board is aware of the financial base of the community, provides the best educational program from available funds, and ensures that the budget is based on achievement priorities.				
3. The board requires the administration to actively seek alternative funding sources such as federal title money, job training partnerships , and grants that promote the alignment of resources for district initiatives.				
4. The community is kept aware of the financial status of the school system, and the board seeks and secures additional funding, when needed.				
5. Long-range financial planning considers building site, functional uses of school buildings, and equipment, furniture, and plant maintenance.				

<u>H. PERSONNEL RELATIONS</u>		1	2	3	N
1.	The board maintains a harmonious and working relationship with employees of the school system through a communication system that focuses on improving learning and achievement.				
2.	The board solicits the Superintendent's recommendation in the employment, non-renewal, and dismissal of school employees.				
3.	Personnel policies provide clear guidelines for employment, employee grievances, and employee benefits.				
4.	An effective evaluation system is in use for all employees, including the Administrative staff.				
5.	A staff development program provides assistance in improving instructional practices and for employees professional growth experiences.				
6.	The board provides comparable salaries for their employees.				
7.	The board maintains a professional climate with staff, characterized by mutual respect, including in times of controversy.				
8.	The board provides feedback and evaluation to the Superintendent through regular communication and through the formal review process.				
Comments:					

ADOPTED: 11/15/90

REVISED: 8/19/93, 3/17/94, 9/21/95, 2/17/03, 5/11/10, 4/16/15, 12/14/2022, 4/15/2024

BOARD MEMBER SELF-EVALUATION

YES	NEED TO IMPROVE
_____	1. I project a positive and courteous attitude and image to the staff, students, and community.
_____	2. I possess and demonstrate strong interpersonal communication skills.
_____	3. I familiarize myself with school policies and laws which are important for meetings.
_____	4. I attend all school board meetings.
_____	5. I read the agenda and supporting material prior to the board meeting.
_____	6. I reserve all decisions on matters until the board is in session.
_____	7. I keep personal matters personal and discuss non-related concerns at appropriate times and places.
_____	8. I model character and integrity in the performance of my duties and responsibilities.
_____	9. I maintain a high level of honesty, credibility, and truthfulness and avoid conflicts of interest.
_____	10. I promote mutual respect by encouraging open minded exchanges of ideas and opinions in a conscientious, courteous manner.
_____	11. I will direct questions to the Superintendent when contacted by a district resident.
_____	12. I attend workshops and meetings.
_____	13. I read school publications sent to my home.
_____	14. I visit schools within the district.
_____	15. I am informed about community feelings toward the schools.
_____	16. I take every opportunity to talk, write or make personal contacts and tell people about their schools.
_____	17. I respect the Superintendent's office and refrain from unwarranted interferences in the administrators affairs.
_____	18. I believe in long range planning and recognize changing trends change school needs.
_____	19. I know that I have no authority as a board member except when the board is legally in session.
_____	20. I take part in board inservice and orientation programs.
_____	21. Even though I may disagree I support publically positions taken by the whole board.
_____	22. I work toward mutual trust between board members and administration and keep criticism of either to private sessions.
_____	23. I recognize that governance and policy duties belong to the board, and administrative duties belong to the Superintendent.
_____	24. I support budgetary provision and encourage the professional growth of the Superintendent.
_____	25. I support strong professional growth programs for all school staff.
_____	26. I attend PTO, concerts, plays, athletic contests and other school events.
_____	27. I am familiar with the budgeting process of the district.
_____	28. I am familiar with the curriculum and graduation requirements of the district.

Comments: (areas I need more assistance with)

**SCHOOL DISTRICT OF WEST DE PERE**  
**DISTRICT PRIORITIES**

**8120**

In pursuit of developing and maintaining a high quality educational organization, the Board believes a Strategic Plan must be developed and in place. The Board shall adopt a strategic plan with priorities defined over a given period of time. Monitoring of the priorities will take place throughout the duration of the plan.

Prior to the beginning of each school year, each building will also set an annual academic goal.

The Board will report to the public regarding achievement and defined priorities. Such reporting will be in an open and forthright manner. This information will be reported as required by the state.

ADOPTED: 4/17/89

REVISED: 4/14/03, 5/19/03

REVIEWED: 2/11/19

REVISED: 6/16/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**DISTRICT PRIORITIES AND BUILDING GOALS**  
**DISTRICT PRIORITIES (2021-2026)**

8121

- Practices and Pathways: We acknowledge the diverse needs of our students by emphasizing instructional practices that prioritize students needs, with a focus on diversified practices and pathways to student success and wellness.
- Recruit, Retain, and Develop Staff: We prioritize strategies to recruit and retain all exceptional staff, as well as empower them to lead their learning toward enhanced professional practices, organizational processes, and well-being.
- Growth: We continue to monitor growth and educational trends to plan and communicate future needs while maintaining and upgrading facilities and programming in a fiscally responsible manner.

**ACADEMIC GOALS**

**WESTWOOD ELEMENTARY SCHOOL**

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

*We will strive to create environments that prioritize the needs of all students so that they can realize their own success by increasing the percentage of students who are in the secure and developing range for running records by 5%, while decreasing the number of students in the beginning range by 5%.*

**HEMLOCK CREEK ELEMENTARY SCHOOL**

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

*At least 90% of students taking the Wisconsin Forward Exam at Hemlock Creek in 2023-2024 will score at the Basic level or above on both the ELA and Math portions of the test.*

**SCHOOL DISTRICT OF WEST DE PERE**  
**DISTRICT PRIORITIES AND BUILDING GOALS**

**8121 cont'd**

**INTERMEDIATE SCHOOL**

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

*According to Fast Assessments, there are currently 74% of students at or above grade level in math at the Intermediate School. By the end of the 2023-24 school year, that percentage will increase to 78% of students at or above grade level in math.*

**WEST DE PERE MIDDLE SCHOOL**

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

*We will leverage relationship building so that at least 70% of the total ECD student population of each grade level will score at basic or above on both the ELA and math portions of the WI Forward Exam by the end of the 23-24 school year.*

**WEST DE PERE HIGH SCHOOL**

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

*With the State of Wisconsin now in its second year of computerizing the ACT, the West De Pere High School staff will implement new strategies into our Curriculum, Instruction, and Assessment for computer test taking of the ACT. The new testing strategies will allow West De Pere High School to remain in the top 5 of all CESA 7 schools in 2023-2024.*

ADOPTED: 11/17/88

REVISED: 6/16/2021, 10/20/2021, 8/17/2022, 8/16/2023



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

**8130**

The Board may delegate portions of its exploratory, fact-finding, and preliminary work to committees. These are advisory, however, and have no power to take action whatsoever, or to commit the Board or district to any course of action, except as specifically directed by the Board.

It shall be the duty of the president of the Board to appoint all committees, on an annual basis, except when the Board itself may decide otherwise. Each committee shall have a chairperson selected by the Board President. It shall be the duty of the chairperson to give public notice and convene the committee, and in the chairperson's absence or inability to act, the second named shall replace and perform the duties of the office.

All Board committees shall adhere to the open meeting law and post meeting agenda with proper notice. Committees will generally operate in open session, but may convene in closed session as prescribed by statute.

ADOPTED: 11/17/88

REVIEWED: 1/15/2024

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

**8130 (E)**

Finance/Budget Review Committee

Scott Borley (Chair)

Jason Dorn

Policy & Curriculum

Barbara Van Deurzen (Chair)

Ryan Van Den Heuvel

UPDATED: 5/17/2021, 7/14/2021, 7/19/2023

**SCHOOL DISTRICT OF WEST DE PERE**  
**CITIZENS ADVISORY COMMITTEES**

**8140**

Advisory committees should be appointed only when there is a definite function to be performed, and this function should be indicated to the committee in writing when it is appointed.

Advisory committees should be appointed primarily to advise the Board. In general, individual members of such committees shall not be requested to perform specific services for the Board. Unique talents of members can best be utilized on a consultative basis.

Advisory committees should not be appointed to advise on matters requiring decisions by the Board unless adequate time is available for a thorough study by the committee.

The Board shall seek the advice of the superintendent before establishing or dissolving any advisory committee.

The Board will identify and the superintendent will provide specific topics for study or well-defined areas of activity in writing to each committee immediately following its appointment.

Upon completing its assignment, each committee either shall be given new problems or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment.

Each committee shall be instructed as to:

1. The length of time each member is being asked to serve.
2. The service the Board wishes it to render.
3. The resources the Board intends to provide to help complete its job.
4. The approximate dates on which the Board wishes it to submit reports.
5. The time and place of the first meeting.
6. The Board policies governing citizens' committees to help clarify relationships from the beginning.
7. Its relationships with the Board as a whole with individual Board members, with the superintendent, and with other members of the staff.
8. The approximate date on which the Board wishes to dissolve the committee.
9. All communications of or with the advisory committee shall be conducted through the Board.

The Board shall have sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of the committee. Committees will be reconfirmed following the Board organizational meetings each spring.

**SCHOOL DISTRICT OF WEST DE PERE**  
**CITIZENS ADVISORY COMMITTEES**

**8140 cont'd**

**PUBLICITY**

The Board shall see that the public is made aware of the services rendered by such committees of citizens it may appoint and shall see that the public is informed of all major conclusions and recommendations made by such committees.

APPROVED: 4/21/88

REVISED: 11/17/88

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL BOARD MEMBER'S CODE OF ETHICS**

**8200**

As a representative of all the citizens of my district, I am responsible for serving the best interests of the community and its students, utilizing all available resources toward that end. My oath of office requires me to uphold the laws and Constitutions of the United States and State of Wisconsin; but, in addition to that, I shall keep in mind that:

I can act only when in official board session; except as an officer, I may take actions necessary to fulfill my duties;

I should attend all meetings and be prepared at those meetings to act on issues before the Board. I should be prepared to contribute to the discussion, while keeping an open mind during the deliberations. Once the decision is made, I should be willing to support and promote its implementation;

I must remember that responsibilities for overall management and control of the property and affairs, including the development of policies, belong to the Board while the responsibilities for the day-to-day operation of the schools belong to the administration. Together, the Board and administration must work to continually identify the needs, goals and priorities of the district;

I must be responsive to the public, maintaining open communication lines with my fellow citizens in the community, informing them on the educational needs of the district, as well as on actions of the Board and accomplishments of the district's educational program;

I am a local legislator, but I must work under state and federal laws. I should communicate with state and federal legislators concerning the problems and needs involved in providing a quality education;

I must consider the Board's role as the district's employer, making sure the district has able and well-qualified employees who will serve in the best interest of the students.

I must avoid all conflicts of interest, both financial and non-financial;

Specifically, Board members will not:

- a. use their public position for financial gain or to obtain anything of substantial value for themselves, their immediate family or for any business or organization with which they are associated;

**SCHOOL DISTRICT OF WEST DE PERE**  
**SCHOOL BOARD MEMBER'S CODE OF ETHICS**

**8200 cont'd**

- b. solicit or receive anything of value if it could reasonably be expected to influence their official vote, official action or judgment, or if it could be considered a reward for any official action or inaction;
- c. use or disclose confidential information gained in their position that could result in financial gain for themselves or for any other person;
- d. take any official action that substantially affects a matter in which they, a member of their immediate family or an organization with which they are associated have a substantial financial interest;
- e. use their office or position in a way that produces a substantial benefit direct or indirect for themselves, a member of their immediate family or an organization with which they are associated.

For the purpose of this policy, "anything of value" means any money or property, favor, service, payment advance, forbearance, loan or promise of future employment. It does not include compensation and expenses authorized by state law, political contributions which are reported in accordance with state law or hospitality extended for a purpose unrelated to school district business by a person other than an organization.

Questions regarding ethical conflicts should be first directed to the District Administrator who will seek resolution with advice from legal counsel and/or the State Ethics Board. It is understood that if this code of ethics is violated, the Board member may be subject to censure by fellow Board members and/or subject to penalties outlined in state law.

LEGAL REFERENCE: Wisconsin Statutes 19.42, 19.59

ADOPTED: 11/17/88

REVISED: 12/3/92, 1/7/93

REVIEWED: 5/15/2024

**SCHOOL DISTRICT OF WEST DE PERE**  
**ORIENTING CANDIDATES AND NEW BOARD MEMBERS**

**8210**

The Board of Education encourages citizens to serve as members of the School Board. In recognition of this belief and in preparation for service, the board and the administration staff shall assist candidates and new member-elects to understand the board's functions, policies, and procedures and operation of the school system before taking office.

Upon filing paper for election, candidates for a school board position shall:

- A. Be encouraged to attend board meetings in the period prior to election.
- B. Be provided with informational items (excluding closed session) similar to the current board members.
- C. Be encouraged to meet with the Superintendent to discuss current or pending issues.

Each member-elect shall:

- 1. Be given orientation material and extended orientation sessions by the Superintendent regarding the function of the board and the school system.
- 2. Be invited to attend board meetings and to participate in its discussions in the period between election and officially taking office.
- 3. Be invited to meet with the superintendent and other administrative personnel to discuss services they perform for the board.
- 4. Shall be given board's policies , district handbooks, administrative regulations, and pertinent materials developed by the state school board association.

ADOPTED: 11/20/72

REVISED: 11/21/96, 3/24/10, 5/11/10

**SCHOOL DISTRICT OF WEST DE PERE**  
**RESIGNATIONS**

**8211**

Resignations of school board members shall be made in writing and shall be addressed and delivered to the board clerk. It shall take effect at the time indicated in the written resignation. If no time is indicated, it shall then become effective upon delivery of the resignation.

LEGAL REFERENCE: Section 17.01(13), Wisconsin Statutes

ADOPTED: 9/19/74

REVISED: 11/19/80

REVIEWED: 1/15/2024



**SCHOOL DISTRICT OF WEST DE PERE**  
**OPPORTUNITIES FOR DEVELOPMENT**

**8215**

The School District Board of Education believes that inservice training for its members is vital in order for the Board to govern the school district in the most informed and prudent manner possible. Informed decision making grows more important as school governance becomes increasingly complex.

In keeping with this position, the Board encourages the participation of its members at appropriate school board conferences, conventions, seminars, and workshops. The Board shall pay any attendance fee and shall reimburse attending board members for travel outside the district.

The Board also encourages participation of its members in state level educational activities. As such, the Board shall reimburse attending members for reasonable expenses associated with such activities providing such involvement is approved by the Board.

The board correspondent, or district administrator, shall report monthly on upcoming inservice opportunities for board members. The Board shall select representatives to these sessions from among the membership. The members selected shall report to the Board on the inservice session attended and shall share information, materials and recommendations acquired by attending the session.

LEGAL REFERENCE: Section 120.10, Wisconsin Statutes

ADOPTED: 11/17/88

REVISED: 4/16/92

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

**8220**

Members of the school board as individuals do not possess the corporate powers of the board. If actions are to be legally binding, they must be taken by the board as a whole while meeting in a legal session.

The collective judgment of board members should be based on a singleness of concern for the welfare of the schools. Board members should aim at obtaining the best possible educational program for the schools.

ADOPTED: 11/17/88

REVISED: 4/12/2023

**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD MEMBERS AUTHORITY**

**8230**

It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member, except when such statement or action is in pursuance of specific instructions from the Board.

The individual participation of Board members shall take place in scheduled Board and committee meetings which is the basic manner in which they fulfill their responsible positions. The method of participation is through discussion, deliberation, debate and voting.

No Board member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the schools or, as an individual, command the services on any school employee.

However, the public thinks of a member as a member 24 hours a day. The member's own interest and desire to serve the school community through membership on the Board continues even when the Board is not in session.

The public has a right to expect a Board member to be able to discuss school matters with understanding, and a Board member has a right to expect access to information which makes it possible for him/her to be informed about school affairs. Much of the information may come to the Board member in casual conversation with the public, parents, or Board employees. More information will come from bulletins and publications from the office of the superintendent and members of the school staff. When a Board member is seeking information about a specific problem, he/she should ask the superintendent to prepare a report on the matter with the help of the staff.

At times a person or group of persons may confront a single Board member with a problem or complaint which should be handled by the superintendent or a member of the staff. Each Board member must decide how much time he/she can spend on that problem or complaint and what the demands of courtesy should be in each case. However, the Board policy in such cases should be clear to all- no member, nor the Board itself, will officially consider or act on such problems or complaints until they have been submitted in writing to the superintendent of schools, in accordance with Board approved procedures.

CROSS REFERENCE: 1118- Public Complaints

ADOPTED: 11/17/88

REVISED: 11/21/96

**SCHOOL DISTRICT OF WEST DE PERE**  
**POLLING OF BOARD MEMBERS**

**8240**

Recognizing that School Boards are corporate bodies and can act only as such, the polling of Board members outside of when the Board is legally in session is both illegal and unethical.

If situations arise where polling seems necessary, the Board President shall be contacted regarding the issue. The President shall consider the matter and determine whether a Special Meeting shall be called or if the matter can be postponed until the next regularly scheduled meeting. Under no circumstances shall matters requiring legal action be resolved via personal or telephone polling.

ADOPTED: 11/17/88

REVIEWED: 3/13/2024

**SCHOOL DISTRICT OF WEST DE PERE**  
**RECORDS RETENTION**

**8350**

The process for records retention, destruction, and local preservation and/or transfer of records to the Wisconsin State Historical Society will follow the Wisconsin Records Retention Schedule for School Districts from the Wisconsin Department of Public Instruction. This schedule will apply to both hard copy and electronic records of the district.

Reference:

<https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>

ADOPTED: 10/20/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**PUBLIC RECORDS POLICY**

**8360**

The School Board of the West De Pere School District shall allow persons to have access to school district records in accordance with the policy and implementing procedures, and in accordance with law. The Superintendent is designed as the legal custodian of records for any school district authority. The legal custodian shall have full legal power to render decisions and carry out duties related to those public records maintained by the school district. The legal custodian may deny access to records in accordance with the law.

If the release of a record requested is in question, the custodian is authorized and encouraged to consult with legal counsel in determining whether to deny access to a record in whole or in part.

School District records may be inspected, copied, and/or abstracted at any time during established district hours. The School Board may establish fees and procedures in accordance with the law. A list of such fees and procedures shall be made available at the district office.

A public records policy shall be prominently displayed and procedures shall be developed to implement this policy.

LEGAL REFERENCE: Subchapter II of Chapter 19 Wisconsin Statutes Section 120.13(28)

CROSS REFERENCE: 8360.1 Notice to Employees, 8360.2 Notice to the Public

ADOPTED: 12/15/82

REVISED: 11/21/96

**SCHOOL DISTRICT OF WEST DE PERE**  
**PUBLIC RECORDS NOTICE TO EMPLOYEES**

**8360.1**

Section 19.33(1) of the Statutes requires each “authority” under the public records law to provide the name of the legal custodian and a description of the nature of his or her duties under the public records and property law to all employees of the authority entrusted with records subject to the legal custodian’s supervision.

The Superintendent has been designated as the legal custodian of records for the West De Pere School Board or any school district authority.

The legal custodian is vested by the West De Pere School Board with full legal power to render decisions and carry out the duties of the West De Pere School Board under the Public Records and Property Law. Requests for access to records shall be referred to the legal custodian in writing or on forms provided by the School District of West De Pere.

The legal custodian will determine whether a record of the West De Pere School Board must be made available for inspection and/or copying by a requester, or whether the request may be denied.

LEGAL REFERENCE: Subchapter II of Chapter 19 Wisconsin Statutes Section 120.13(28)

CROSS REFERENCE: 8360 Public Records Policy

ADOPTED: 12/15/82

REVISED: 11/21/96, 4/12/2023

**SCHOOL DISTRICT OF WEST DE PERE**  
**PUBLIC RECORDS NOTICE TO THE PUBLIC**

**8360.2**

The West De Pere School Board has designated the Superintendent as the legal custodian of the public records and property of the West De Pere School Board or any school district authority.

The public may obtain information and access to records, make requests in writing, or obtain copies of records in the custody of the West De Pere School Board at the School District Office during office hours.

The West De Pere School Board is authorized by law to impose a fee on the requester which does not exceed the actual, necessary and direct cost of reproducing and transcription of the record unless a fee is otherwise specifically established by law. A list of such fees is available at the West De Pere School District Office.

LEGAL REFERENCE- Subchapter II of Chapter 19 Wisconsin Statutes Section 120.13(28)

CROSS REFERENCE- 8360 Public Records

ADOPTED: 12/15/82

REVISED: 10/20/88, 11/21/96, 5/19/03



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

**8400**

The business of the school district can legally be transacted only when school board members are meeting together in a legal session.

An Annual meeting is held in common school districts. All qualified electors of the district are eligible to attend the annual meeting and vote on matters relating to the affairs of the district.

School board meetings are meetings of the duly elected governing body of the district. While anyone may attend school board meetings, only members of the school board may vote on the business at hand.

ADOPTED: 11/17/88

REVISED: 7/15/2024

**SCHOOL DISTRICT OF WEST DE PERE**  
**PUBLIC NOTICE**

**8410**

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

The Board endorses the Open Meeting law and hereby appoints the Superintendent as the person responsible to properly notice all regular and special Board meetings as follows:

- A. Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.
- B. Public notice of every meeting of a governmental body shall be given at least 24 hours prior to commencement of such meeting unless for good cause 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.

LEGAL REFERENCE: Sections 19.84 Wisconsin Statutes, 120.11 (4) Wisconsin Statutes

ADOPTED: 11/17/88

REVISED: 11/21/96

REVIEWED: 3/31/2020

**SCHOOL DISTRICT OF WEST DE PERE**  
**PUBLIC PARTICIPATION AT BOARD MEETINGS**

**8420**

The Board desires citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the Board may have opportunity to hear the wishes and ideas of the public. Anyone wishing to speak before the Board, either as an individual or as a member of a group, is encouraged to inform the superintendent or the Board President of their desire to do so and of the topic to be discussed so that such remarks can be incorporated into the meeting agenda.

The Board vests in its president authority to recognize members of the public as the Board conducts its official business, when in his/her judgment, it is in the best interests of the school district.

LEGAL REFERENCE: Sections 19.81, Wisconsin Statutes, 19.85, Wisconsin Statutes, 120.15, Wisconsin Statutes

CROSS REFERENCE: 1118 Public Complaints Policy  
1120, 9120 Board of Education Meetings  
6163.1 Library Material Selection  
8410 Public Notice

ADOPTED: 11/17/88

REVISED: 11/21/96

REVIEWED: 5/11, 3/31/2020

**SCHOOL DISTRICT OF WEST DE PERE**  
**AGENDA**

**8430**

All meetings will follow an established agenda.

The agenda should be prepared by the district administrator in consultation with the Board President. Any Board member requesting consideration of an item to be placed on the agenda should submit the item to the district administrator five days before the meeting. District residents requesting consideration of an item to be placed on the agenda should submit the item in writing to the district administrator five days before the meeting.

The agenda should be reviewed and adopted early in the board meeting. The Wisconsin Open Meeting Law requires public notice of the subject matter of the meeting, no items requiring action by the board should be added to the published agenda. Informational items, i.e., items which do not require board action, may be added to the published agenda. The organization of the agenda may be changed and routine items held over to a future session whenever necessary.

At least seventy-two hours prior to each regular board meeting, the district administrator shall send to each Board member a tentative agenda listing and briefly explaining the official agenda.

In order to augment the Open Meetings Law notice, the agenda shall be made available to the media and any other person upon request.

LEGAL REFERENCE: Section 19.84, Wisconsin Statutes

CROSS REFERENCE:       1118 Public Complaints  
                              6163.12 Procedure for Handling Objections to Library Material  
                              8420 Public Participation at Board Meeting

ADOPTED: 11/17/88

REVISED: 11/21/96, 6/20/05, 5/17/11, 7/19/11

REVIEWED: 3/31/2020

**SCHOOL DISTRICT OF WEST DE PERE**  
**PREPARATION FOR AND ATTENDANCE AT BOARD MEETINGS**

**8440**

All board members are expected to attend all Board meetings prepared for participation.

Agenda materials shall be provided to board members with sufficient time to read necessary documents. Board members are encouraged to contact the Superintendent prior to the meeting to clarify any issues on the agenda.

Whenever a board member is unable to attend a Board meeting for specific reasons, he/she should contact either the Board President or the Superintendent.

**Attendance via Electronic Communications:**

The Board of Education recognizes that it is a deliberative body and that it is important for Board members to attend meetings to perform the role for which they were elected and to add to the diversity of thought and opinion in deliberations. Board members will be physically present for meetings that require the attendance of the full board, including Business, Special, and Closed meetings. Board members are expected to attend the Annual Meeting and Working meetings.

The Board of Education recognizes that members may not be physically able to be present at all Board meetings. It is the expectation that this policy will be used in good faith for remote attendance of a meeting in its entirety. The Board further recognizes that advances in technology have made it possible for individuals to interact with others from remote locations using speakerphones/teleconferencing and/or video conferencing.

The following policy provisions relate to attendance at a meeting of the Board or a subunit of the Board via electronic communications:

1. A quorum must be present as required by statute for a valid meeting to occur.
2. A Board member may attend a meeting by video or audio conference if they are prevented from physically attending because of (1) personal illness or disability, (2) employment purpose or District business, (3) a family member illness or emergency, or (4) such other reason as approved by the Board President, or if the President is the remote participant, the Board Clerk.
3. No Board member shall participate remotely more than four (4) times during the district's fiscal year.
4. Members of the Board who desire to participate in a meeting by means of speakerphone/teleconferencing and/or video conferencing shall notify the President of the Board and Superintendent at least one (1) business day in advance of the meeting in question.
5. Members of the Board participating by remote access shall be considered present and shall be entitled to participate in the meeting, if:
  - a. Such member is able to hear other members of the Board and members of the public who are recognized by the Board during public comment.
  - b. The public and other members of the Board are able to hear the member of the Board who is not physically present at the meeting.

**SCHOOL DISTRICT OF WEST DE PERE      8440 cont'd**  
**PREPARATION FOR AND ATTENDANCE AT BOARD MEETINGS**

- c. The determination as to whether the member shall be considered present shall be made by the Board Clerk or, if the Board Clerk is the remote participant, the Board President.
  - d. Each Board member participating from a remote location may be requested by any Board member physically present to declare that they are participating prior to the motion for each item on the agenda.
  - e. All votes shall be by roll call.
  - f. If remote access fails during the discussion preceding an action item, that failure ends the remote participation in the meeting on that topic and precludes further participation in voting at that meeting on that single topic.
  - g. If remote access is re-established, members may rejoin discussion and act on subsequent action items.
  - h. If for any reason the remote access, in full or in part with the Board member malfunctions before the adjournment of the meeting, the meeting shall continue.
6. If a meeting or portion of a meeting is for the purpose of conducting a due process, evidentiary or quasi-judicial hearing before the Board, participating by remote access may be denied by the Board President after consultation with District legal counsel.

CROSS REFERENCE:      8410 Public Notice  
                                 8430 Agenda

ADOPTED: 11/17/88

REVISED: 11/21/96, 7/15/19

**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD MEETINGS IN EMERGENCY SITUATIONS**

**8450**

This policy defines procedures for calling, noticing, and conducting technology-facilitated School Board meetings that involve remote participation by Board members and/or the public's remote access to the meeting ("virtual meetings") in situations where conditions exist that make it potentially dangerous for the Board to convene in person or in the typical setting that is established for the Board's public meetings (e.g., where a number of people would be in direct proximity to one another). Examples of such dangerous conditions might include a natural disaster, a regional or national emergency, or a serious public health emergency as defined or declared by authorized public health officials, the state, and/or the federal government.

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

**Modified Content for the Public Notice of a Virtual Meeting**

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

1. A statement that the meeting will be conducted as a virtual meeting due to an active emergency situation, meaning that multiple Board members may be participating in the meeting from remote locations through the use of communications technology and/or that public access to the meeting may be arranged through the use of technology.
2. Although the notice shall identify a physical location for the meeting, which shall normally be the location where at least the presiding officer and District Administrator are present (see below), the notice shall normally also include a statement, as applicable to the specific meeting and emergency circumstances, that substantially reflects following:
  - a. The District discourages the public and/or media from attending the meeting in person at its noticed location due to concerns with health and safety and encourages use of the alternative method(s) of access that the District is providing. (Such statement may also identify any further limitations or restrictions on in-person attendance that may apply.)
3. Information that identifies how/where a member of the media or general public may access the meeting. For example, apart from any in-person attendance option that may be available, the District may provide access to the meeting via a live broadcast, via a video and/or audio streaming service, and/or via a telephone number for joining an audio conference. Such meeting access information shall also appear for the District website.
4. District contact information that a person may use to identify and communicate any special needs or any requests for accommodations related to accessing the meeting. This

**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD MEETINGS IN EMERGENCY SITUATIONS**

**8450 cont'd**

would include any person for whom it would be burdensome or infeasible to use the primary method(s) of remote access established by the District.

5. Unless required by law in connection with a particular item of business, a virtual meeting held under this policy need not include an opportunity for any in-person or other forms of public comment during the meeting.

**Conducting a Virtual Meeting of the School Board**

1. At least the presiding officer of the meeting and the District Administrator (or an administrative-level designee) shall normally be physically present at the meeting location identified in the public notice of the meeting. (*Unless such presence would violate an order, decree, declaration that has been issued by a governmental authority or would otherwise be infeasible due to extraordinary circumstances.*) It is Board's preference and goal, but not strictly required by this policy in all circumstances, for at least a quorum of the Board to be physically present at the duly-noticed location of the meeting.
2. Any Board members who are physically present at the posted meeting location will join the virtual meeting using the available technology platform(s). Any Board members who are not physically present at the meeting location will likewise join the meeting from their remote locations via such platform(s).
3. The presiding officer will formally convene the meeting.
  - a. The presiding officer shall confirm that all Board members who are known to have attempted to join the meeting appear to have an adequate connection to enable their participation as authorized under this policy.
  - b. The presiding officer shall confirm that the planned methods for allowing public access to the meeting appear to be functioning in a manner that allows for adequate and reasonable public access under the specific circumstances.
4. Quorums for any virtual meeting that is convened under these emergency procedures will be determined by counting the total number of Board members who are participating in the meeting, including both those physically present and those attending remotely via technology. A majority of the total members of the Board shall constitute a quorum. If, at any point, fewer than a majority of the Board members are able to participate, the meeting shall end for a lack of a quorum.
5. Unless the in-person attendance of the full Board is disallowed by an order, decree, or declaration that has been issued by a governmental authority having such jurisdiction, no Board member will be prohibited from attending a meeting under this policy in person at the duly-noticed location of the meeting. As a result:
  - a. In the absence of such an order, decree, or declaration, a Board member's decision to participate in a meeting remotely via technology under this policy is considered voluntary. If, for any reason, a Board member who voluntarily attempts to participate in such a meeting from a remote location is unable to establish or maintain his/her full participation (e.g., due to unforeseen technical difficulties),



**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD MEETINGS IN EMERGENCY SITUATIONS**

**8450 cont'd**

the meeting may continue without such Board member's participation as long as the Board continues to maintain a quorum of fully-participating Board members.

- b. If the in-person attendance of the full Board at the duly-noticed location of the meeting is disallowed by an order, decree, or declaration such that a Board member's participation from a remote location cannot be considered voluntary, and if any such Board member is unable to establish or maintain his/her full participation in the meeting from a remote location, the presiding officer shall call for a temporary recess in the meeting to allow the Board members a reasonable opportunity to establish or restore his/her access and participation. If the Board member's access issues cannot be adequately resolved, but the Board member also has not voluntarily withdrawn from the meeting, then the remaining members of the Board (provided that there is a quorum) shall make a determination whether or not to continue the meeting without the Board member, taking into account factors such as (1) the apparent reason(s) for the access issues; and (2) the time sensitivity and importance of any of the remaining items of business, including the feasibility of rescheduling some or all of the remaining items of the meeting.
6. Board members who, under this policy, join and participate in a meeting remotely via technology may participate in open sessions of such virtual meetings to the same extent as if they were physically present, including discussing item of business and making and voting upon motions, except that Board members may not participate remotely in any evidentiary, due-processing hearing, whether in open session or closed session, unless the Board affirmatively votes to permit such participation and has either (a) obtained the voluntary consent of the necessary parties to the hearing; or (b) determined, based on advice of counsel, that applicable law (including any order or decree issued to protect public health) requires the Board to allow such participation under the circumstances.
7. The Board's preferred setting and forum for conducting any closed session portion of a Board meeting is an in-person meeting, with a physical quorum of the Board being present and without the remote participation of any Board members. Accordingly:
  - a. If a physical quorum of the Board is present at the duly-noticed location of a Board meeting and there is no order, decree, or declaration related to the emergency that prohibits the entire Board from attending the meeting in person, then nothing in this policy grants any Board member who is not physically present at such location a right to attend or otherwise participate in a closed session.
  - b. In the event that the Board considers a motion to converse in closed session during a virtual meeting held under this policy when either (1) a physical quorum of the Board is not present at the duly-noticed meeting location; or (2) there is an order, decree, or declaration related to the emergency that expressly prohibits the entire Board from attending the meeting in person, the presiding officer of the meeting shall poll each member of the Board who wishes to participate in the closed session from a remote location, and such Board member will be asked to

**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD MEETINGS IN EMERGENCY SITUATIONS**

**8450 cont'd**

expressly affirm that the Board member has taken appropriate precautions to safeguard the privacy and integrity of the closed session, including but not limited to precautions that would reasonably ensure that the closed session is not being recorded without the Board's permission and that no non-authorized person can hear to access the discussions or other confidential information. The members of the Board may take the response(s) to the request for such affirmation into account in determining whether to authorize or potentially postpone the closed session.

**Additional Statements Regarding the Scope and Application of this Policy**

1. In the event of the temporary absence or disability of the Board President, the Vice President shall, to the extent necessary, perform the duties and exercise the powers of the Board President under this policy. If the Vice President is also unavailable, the School Board Clerk shall do so.
2. This policy applies to both regular and special meetings of the Board. Minimum requirements for calling a regular or special meeting of the Board, as specified in state law, must still be satisfied in connection with meetings that are noticed and convened under this policy.
3. During meetings that involve the remote participation of any Board members, the Board will take appropriate measures to ensure accurate tallying and documentation of votes, which may include the regular use of roll call votes or other methods that clearly identify the votes of the individual Board members. No Board member who is absent from a meeting may ever vote by proxy.
4. All special voting requirements established by state law for taking particular action must still be satisfied. Such voting requirements are not affected by this policy.
5. If, at any time, the Board is made aware that the methods arranged for providing public access to a virtual meeting under this policy are not allowing adequate and reasonable public access under the specific circumstances, and if such issues cannot be remedied during a brief recess in the meeting, then the Board shall adjourn the meeting.
6. If a Board member has a concern related to the Board President's decision that a virtual meeting is reasonably necessary under this policy, or as to whether the Board should take up any particular item(s) of business at a virtual meeting, such concerns may be evaluated by the Board at the meeting via, for example, a motion to postpone some or all of the noticed agenda items for the meeting.
7. The Board authorizes the Board President to cancel any Board meeting that has been scheduled or noticed during the pending conditions that constitute an emergency situation under this policy (a) if necessary to comply with any mandatory decree, order, or declaration of a governmental authority, or (b) if the Board President determines that health and safety considerations related to the pending emergency situation outweigh any need for the Board to meet, such that the Board would still be able to meet any of its legal

**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD MEETINGS IN EMERGENCY SITUATIONS**

**8450 cont'd**

obligations (e.g., at a rescheduled meeting) and such that the interests of the District otherwise reasonably permit the cancellation of the meeting. A cancellation under this paragraph shall be executed by notifying all Board members and any relevant staff members of the cancellation and by withdrawing any public notice of the meeting and replacing such public notice with a notice of the cancellation (including notifying relevant media).

8. Except as otherwise expressly provided in this policy, the Board's normal policies and practices regarding Board meetings are temporarily suspended for the purpose of a virtual board meeting that is noticed and convened under this policy. However, once the emergency situation no longer exists, this policy no longer applies, and the Board's normal policies and practices regarding its meetings shall again govern subsequent meetings.

**Policies suspended under Policy 8450**

- Policy 1120/9120 Board of Education Meetings
  - Policy 8400 Board Meetings
  - Policy 8410 Public Notice
  - 8420 Public Participation at Board Meetings
  - Policy 8430 Agenda
  - Policy 8440 Preparation for and Attendance at Board Meetings
  - Policy 9361 Special Board Meeting
  - Policy 9364 Executive Sessions
  - Policy 9367 Quorum
9. Subject to any Board decision to temporarily suspend the meetings of such bodies and to the judgment of the relevant presiding officer as to whether it is necessary and appropriate to attempt to hold a meeting, the Board authorizes its subunit committees and any other governmental bodies within the District to hold virtual meetings in compliance with the law and in substantial compliance with the procedures set forth in this policy, with the presiding officer of the applicable body serving in the roles this policy assigns to the Board President.
  10. The requirements, procedures, and other provisions of this policy may be suspended or modified by a standard majority vote of the Board to the extent doing so would be consistent with applicable law, including any emergency relief waiver, or exemption from an otherwise applicable legal requirement that may be authorized by an appropriate governmental authority.

**Legal References**

**Wisconsin Statutes**

Subch. V of Ch. 19, Section 118.38, Section 120.11, Section 120.43, Section 252.02

**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD MEETINGS IN EMERGENCY SITUATIONS**

**8450 cont'd**

**CROSS REFERENCES:**

- Policy 1120/9120 Board of Education Meetings
- Policy 8400 Board Meetings
- Policy 8410 Public Notice
- Policy 8420 Public Participation at Board Meetings
- Policy 8430 Agenda
- Policy 8440 Preparation for and Attendance at Board Meetings
- Policy 9361 Special Board Meeting
- Policy 9364 Executive Sessions
- Policy 9367 Quorum

**ADOPTED: 4/6/2020**

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

**8500**

The School Board shall yearly join the Wisconsin Association of School Boards and reimburse its members for attendance at such professional meetings.

It shall be the policy of the School District of West De Pere Board of Education to maintain membership in the Wisconsin Association of School Boards.

At its annual organizational meeting, the Board shall elect a WASB correspondent to keep the Board aware of state and national school board developments.

LEGAL REFERENCE: Section 120.13(16), Wisconsin Statutes

ADOPTED: 11/17/88

REVISED: 11/21/96

**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD MEMBERS REIMBURSEMENT POLICY**

**8600**

As extracurricular school activities play a large role in student development beyond the classroom, all Board members are encouraged to attend as many school events as possible. Board presence will increase availability to those in our District and will affirm the Board's commitment to the students of the School District of West De Pere.

In addition, Board members should take the opportunity to participate in educational seminars and other educational activities that are made available to enhance the member's ability to provide sound direction on behalf of the District.

Reimbursement for those activities that are educational in nature is justified. Mileage to and from the event is reimbursable and assumes the starting point to be the district office. Meals and lodging as well as program expenses are reimbursable. However, Board members should exercise the same care in incurring expenses as a prudent person would when traveling for personal reasons.

Reimbursement will be provided only after a completed expense report including all necessary receipts is submitted to the District's Business Manager.

This policy is intended for the Board members only and there will be no special considerations offered to the Board member's spouse and or family members.

CROSS REFERENCE: 4314 Travel Reimbursement

ADOPTED: 10/15/90

REVISED: 11/14/12

**SCHOOL BOARD RESPONSE TO EMPLOYEE/STUDENT PERSONAL CRISIS**

The West De Pere Board of Education wishes to provide a consistent response in times of personal crisis for current enrolled students and employees and their families. Since circumstances may make it difficult to respond in an appropriate and timely manner, this policy provides guidelines so that all employees and students are cared for equitably.

**CURRENT AND PAST BOARD MEMBERS, EMPLOYEES, AND \*IMMEDIATE FAMILY**

In the event of a death, the district will provide a plant and/or memorial donation as requested by the family.

In the event of serious illness, the district will send a card.

**CURRENT ENROLLED STUDENTS**

In the event of a death, the district will provide a plant or memorial donation as requested by the family.

\*Immediate family is defined to include parent, spouse or partner, sibling, child, or parent-in-law.

**ADOPTED: 9/20/04**