



Catalog # 132.00

FILLING A VACANCY ON THE BOARD OF EDUCATION POLICY

In the event a vacancy occurs on the Board due to the death, resignation, removal from office of the incumbent or other reason outlined in state law, the vacancy shall be filled by appointment of the remaining members of the Board.

Public notice of a Board vacancy shall be given by the District. Any qualified elector of the District who is interested in filling the vacancy may submit a letter of interest to the Board by the date specified in the vacancy notice. Candidates for a vacancy on the Board shall be considered at an open meeting, unless there are exceptional reasons to consider the candidates in closed session. The Board may consider candidate(s) in a closed session only if the discussion involves financial, medical, social or personal histories or disciplinary data that, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidate(s). A majority vote shall be required for all appointments to the Board. If the full board does not fill the vacancy within 60 days of the date the vacancy first exists, the school board president may appoint an individual to fill the vacancy. The next paragraph would remain in effect in all cases.

The appointee shall execute the Oath of Office and be seated on the Board at the next regularly scheduled Board meeting. The Board President will assign the appointee to standing committees and other delegated responsibilities as necessary. The term of the appointment will vary depending upon when the vacancy occurs and the number of years remaining in the unexpired term. When a vacancy occurs in the office of a Board member who is in the last year of his/her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a Board member who is not in the last year of his/her term, the appointment shall be until the next spring election. When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a Board member who is not in the last year of his/her term, the appointment shall be until the second following spring election.

Adopted: 3/25/02

Revised: 12/22/15

Legal Ref: Sections 17.03 Wisconsin Statutes
 17.26
 19.01
 120.06 (4)
 120.12



SCHOOL BOARD POWERS AND DUTY POLICY

As a body created under law by the State of Wisconsin, the Board of Education of the Royall School District has full authority, within the limitations of federal and state laws and interpretations of them, to carry out the will of the people of its district in matters of education.

In all cases where laws or the regulations of the State Superintendent of Public Instruction do not provide, permit, or prohibit, the board shall consider itself the agent responsible for establishing and appraising educational activities. Board members have no authority over school affairs as individuals. They have authority only when acting as a body duly called in session.

The board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the district administrator and district staff, who shall be held responsible for the effective administration and supervision of the entire school system.

The board, functioning within the framework of laws, court decision, Attorney General's opinions, County Counsel's opinions, and similar mandates from the state and national levels of government, and recognizing the authority of the State, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties:

1. Enacts policy
2. Adopts courses of study and provides instructional aids
3. Employs all staff members and fixes and prescribes their duties
4. Approves the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations, and other guide of the orderly accomplishment of business
5. Estimates and seeks to provide funds for the operation, support, maintenance, improvement, and extension of the school system
6. Provides for the planning, expansion, improvement, financing, construction, maintenance, use, and disposition operation of physical plants of the school system
7. Prescribes the minimum standards needed for the efficient operation and improvement of the school system
8. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system
9. Requires the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of school business
10. Provides for the dissemination of information relating to the schools necessary for creating a well informed public

Adopted: 12/19/05

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POLICY DEVELOPMENT & SYSTEM

The Royall Board of Education's primary leadership duty is to enact policy, thus providing governing guided for administrators staff, and students of the district. All official policies must be written, adopted by the board, formally recorded in the minutes and available to the public. The board adopts the policy systems of the National School Boards Association (EPS/NSBA).

Catalog # 151.11

Policy Drafting

Adoption of new policies, or changing existing policies is solely the responsibility of the board. Proposals for new policies, or changes to existing policies may be initiated in writing by any board member, by any citizen of the Royall District, or by any employee of the board. The policy proposals shall be referred to the appropriate committee of the board for detailed study prior to public discussions of the proposal. In the development of policies affecting personnel, the board may seek the judgment and counsel of appropriate personnel before adopting such policies.

Catalog # 151.15

Policy Adoption

New policies introduced and recommended to the board shall not be adopted until a subsequent meeting. Thus, time shall be given to permit further study and also to give opportunity to interested parties to respond. Usually three (3) readings shall be required before a policy is adopted; however, temporary approval may be granted which will take place before formal action can be taken. Revised policies may be adopted by the board at any time.

Catalog # 151.20

Policy Dissemination & Review

The district administrator is responsible for establishing and maintaining an orderly plan for preserving, updating, and making accessible the policies adopted by the board. The district administrator will put into effect the administrative rules and regulation needed to support the policies.

Accessibility is to extend to all employees of the school system, to members of the board, and to persons in the community.



Policy Dissemination & Review (cont)

The board shall follow through on the policies it has formulated. The board may, by board action, direct the administrator to disseminate the policy to the public in whatever means the board deems necessary. The board shall evaluate how the policies have been executed by the school staff and shall weigh the results. The board shall rely on the school administrators/staff, students, and the community for providing evidence of the effect of the policies, which the board has adopted.

The board shall also strive to keep policies up to date. To achieve this end, it directs the district administrator to call to the board's attention policies that are in need of revision.

Catalog # 151.50

Suspension Of Policies

The operation of any section or sections of board policies not established by law or contract may be temporarily suspended by a majority vote of board members present at a regular or special meeting.

Introduced: 1/23/06

Adopted: 3/27/06

BOARD MEMBER(S) INSERVICE OPPORTUNITIES

The Board of Education shall authorize its members to attend such conferences, institutes and conventions, which will facilitate the orientation and the development of an informed membership. Member(s) attendance will be determined by the board. Members will report the information and knowledge gained from attending these activities to their fellow board members.

Board members shall be reimbursed for authorized expenses according to the following guidelines:

1. Membership and registration fees, as well as usual expenses incurred while attending the in-service.
2. The mileage cost for use of personal vehicle shall be paid at the current IRS rate.
3. The members shall fill out the District's Expense Report form for reimbursement of expenses.

Aspects of the district's educational programs will also be presented to the board at various times.

Introduced: 3/27/06
Adopted: 5/22/06

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BOARD MEMBER ETHICS & RESPONSIBILITY POLICY

Members of the board should endeavor to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and/or resolutions presented.

Official decisions of the board can be arrived at only at duly constituted board meetings. Individual board members or groups of board members do not have independent authority to speak for the board and should make no out-of-meeting commitments unless directed to do so on the behalf of the board.

No representatives of the school board shall accept gratuities from any person or firm doing, or contemplating doing, business with the school.

It is important that board members be nonpartisan in dealing with school matters and not subordinate the education of youth to any partisan principle, group interest, or personal ambition.

In addition, board members should meet the following qualifications:

1. They should have personal integrity, intelligence, and appreciation of the values of good education.
2. They should be successful citizens willing and capable of assuming responsibility.
3. They should have the ability to work with others, should have the courage of their convictions, should always vote their beliefs, and should be champions of the public schools.
4. They should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in their own district, as well as the state and nation at large, so as to be able to interpret them to the electorate of this district.

Introduced: 1/23/06
Adopted: 3/27/06





Catalog #s- 171, 171.1, 171.2,
172, 181, 182, 184,
187

SCHOOL BOARD MEETINGS

The Board of Education shall transact all business at legal meetings, which will be held in accordance to the Wisconsin Open Meeting Laws. Proper notification will be given for all meetings.

A regular monthly board meeting shall be scheduled for the 4th Monday of the month, beginning at 6:30 pm, at Royall Intermediate School. The Board reserves the right to change the monthly meeting date and time, if deemed necessary, and to call special meetings to conduct district business. Proper notification will be given.

A quorum of members (more than 50%) will be required to hold a legal meeting.

The board shall observe the revised version of Robert's Rules of Order, except that the president may discuss and have a vote on all matters before the Board.

The Superintendent, in consultation with the president of the board, shall prepare the agenda for each board meeting. Each board member will receive the agenda packet prior to the board meeting. The Superintendent, Board President and Administrative Assistant will determine if the topic requires closed session.

Board members, staff or residents of the District may suggest items for inclusion ~~in~~ on the agenda. It will be up to the discretion of the Board and Administration to include the item on the agenda. Complaints or concerns will be addressed through the District's Complaint and Concerns Policy. Items not on the agenda will not be discussed. Reference Complaint Policy #870.

Before the board takes action on an item listed in the action portion of the agenda, the board shall be provided with adequate information in an effort to reach a sound and objective decision. Board members shall be expected to study the information that is provided to them and to contact the superintendent if additional information is needed that may be necessary for them to fulfill their decision-making responsibilities.

School board meetings are public meetings and are open to the public. It is the intent of the Board to announce, in advance, the time, place and purpose of the meetings. To accomplish this, the District emails the meeting notice to various media that have requested notification. The agenda is posted at: www.royall.k12.wi.us, Royall Intermediate & High School, Royall Elementary School and e-mailed to the Messenger of Juneau County, County Line Connection, Tomah Journal, Star Times, WRJC Radio, WTMB Radio, WNFM/WRDB Radio, WCOW Radio. The board welcomes news media representatives to attend all school board meetings.

The Board of Education anticipates that meetings shall be formal enough for orderly procedure, but informal enough to be natural and to encourage free discussion and to promote group thinking and action. Individuals attending meetings may address the board during the Communication portion of the meeting. At that time, an audience member may speak on any item(s) listed on the agenda. An individual audience member will have three minutes, and 10 minutes total per group/topic, to address the board. The school board may discuss issues raised during Communication, but shall not take action. Audience participation will not be permitted after the Communication portion of the agenda has been completed.

Board Members are not to bring up their own personal questions or issues of complaints during the Communication portion of the board meeting. If a board member has inquiries as to current issues, they will request a committee meeting prior to the board meeting or request a closed session reason to be added to the agenda. Board Members are encouraged to have public complaints they receive put in writing addressed to the full board. The complaint must be signed to be recognized. If a Board Member brings up an issue during communication, other board members are not to comment and the president is to move the meeting on to the next action item. Reference Complaint Policy #870.

The district's administrative assistant shall keep minutes of each board meeting. The minutes shall constitute the official record of proceedings of the board. A record of all motions and amendments, resolutions, orders and procedures shall be included in the minutes.

The adoption of minutes of the previous board meeting shall be approved at the next regular board meeting.

The Board President and Clerk shall sign the original, permanent copy of the approved minutes. The signed minutes of the meeting shall be retained as a permanent record for the District and shall be kept in the district office under the custody of the District's Administrative Assistant.

The minutes of all board meetings shall be published in the District's legal publication, the Messenger of Juneau County and posted on the district's website within forty-five (45) days after their approval.

Introduced: 3/27/06
Adopted: 5/22/06
Revised: 5/18/09
Revised: 3/21/11
Revised: 7/15/11
Revised: 12/11/17

ROYALL SCHOOL BOARD POLICY