Board Operations - 1300

Operating Principles

Board of Education

Wrightstown Community School District

The Board of Education of the Wrightstown Community School District exists and functions under the laws and statutes of the State of Wisconsin. It must employ a Superintendent, adopt missions and goals in conjunction with its vision, develop and approve policies, formulate budgets and set high instructional standards for students and staff. Additionally, the Board has its own structure and operating principles to give clear and precise guidance to their work. The Board shall always operate in a manner consistent with their Code of Ethics and with a focus on the District Vision, Mission, and Board Goals.

# Board Structure/Overview

* The Wrightstown Board of Education consists of seven (7) members, elected at large from the area served by the District. Eligibility to serve on the Board is set forth in state statute.
* Election to the Board shall be for three (3) years, with two positions elected on two successive years, and three positions elected on the third year. Elections will be on the 1st Tuesday of April. Requirements to meet candidate eligibility may be obtained from the Board Clerk or district office.
* Board officers shall consist of President, Vice-President, Treasurer, and Clerk/Secretary. They shall be elected by the Board members at the May meeting, consistent with the first meeting for newly elected members.
* A motion at the district annual meeting sets annual Board compensation.
* Board members may act in their capacity only in a legally posted meeting with a majority (4) present. Individual members have no authority to act or speak on behalf of the entire Board.
* The Board operates as a committee of the whole, with both standing and ad hoc committees created by the Board as needed to support their work.

Board Committee Structure

* To maximize the effectiveness of board meetings, the board committee structure will be as outlined below. The committees will work with members of the administrative team to address the goals and areas of management that are outlined below. Efforts will be made to rotate membership on committees during a Board members term in office to allow for wide participation and understanding of Board activities and operations. The committees will report back to the entire board for discussion and endorsement of proposed actions and policies.
	+ Human Resource and Community Engagement Committee
		- Three board member representation
		- Staff development, performance review, calendar, handbook, job descriptions, and other Human Resource issues
	+ Finance and Facilities Committee
		- Three board member representation
		- Contract negotiations, budget review, long-range planning for budget, facilities, and grounds
	+ Goals and Policy Committee
		- Three board member representation
		- Review and update Board Policy manual
		- Develop first draft of annual board goals
	+ Curriculum and Student Achievement Committee
		- Three board member representation
		- Review proposed program and curriculum revisions

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Operational Functions / Meetings

* The Board meets on the 3rd Wednesday of each month at 6:00 PM in the elementary library, located in Wrightstown Elementary School.
* Approved minutes will be posted in each district building and on the district website at [www.wrightstown.k12.wi.us](http://www.wrightstown.k12.wi.us).
* Board of Education meetings are held for the purpose of the seven-member Board to conduct the business of the school district. Public input is allowed through the “open forum” part of the agenda. Comments may be addressed to the Board, and the Board may choose a brief

response or refer an item to the appropriate administrative level. Board action may only be taken on agenda items.

* Regular monthly meetings and meetings in which a majority of members are present to conduct business will be legally posted and notification given to media members in compliance with state statute and district policy.
* Agendas shall be developed by the District Superintendent, with consultation from the Board President and/or Board members. Items to be placed on the agenda may require administrative review, and must be submitted to the Superintendent one week prior to the meeting. Monthly agendas will address timely and legal requirements: approval of minutes, approval of personnel changes, receive Board and administrative reports, accept financial reports, receive and allocate funds for monthly bills. Agendas will also address an area for board member development and student achievement highlight. Quarterly updates will be provided in the areas of finance and progress toward goals.
* The Board may convene into closed or executive session to discuss issues as allowed and defined by statute. This may include contractual negotiations, legal issues, and personnel issues. The intent to convene into closed session must be legally posted, and must state the issues allowed by statute. Closed session is conducted to protect confidentiality of students, parents and staff. The Board must reconvene into open session to take action on any issue that so requires.
* E-mail is a form of communication that could conflict with the Open Meetings Law and must be preserved for production in the context of a public records request. Texts, messaging, and social media platforms are also subject to Open Meetings Law and records preservation and requests.
* Board of Education members are strongly discouraged from communicating regarding Board business with other Board members, District administrators, school staff, or members of the community via electronic communication. If a Board member does utilize electronic communication, it may be used only for the purposes of communicating:
	+ messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;
	+ possible agenda items between the Superintendent and the Board President;
	+ times, dates, and places of regular or special Board meetings;
	+ a Board meeting agenda or public record information concerning items on the agenda;
	+ requests for public record information from a member of the administration, school staff, or community pertaining to District operations;
	+ brief, factual responses to questions posed by members of the public, administrators, or school staff with a concurrent copy of the response sent to the District Administrator.
* Under no circumstances shall Board members use electronic communications to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

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* There should be no expectation of privacy for any messages sent by electronic communications. All electronic communications sent or received by any member of the Board during the course of conducting the business of the Board, including e-mail addresses not supplied by the District, shall be provided to the District’s Records Custodian or the District Administrator for preservation. Such records may be subject to disclosure under the Public Records law.
* An email sent to all Board members will be answered by the Board President with the response to include all Board members and District Administrator. If an electronic communication is sent to only individual Board members, it must be forwarded to the Board President and District Record’s Custodian, with a response written and sent by the Board President to include all Board members and District Administrator.

Governance / Policy Making

* The Board formulates the goals, defines the outcomes, and sets the course for the public schools to operate.
* The Board’s responsibility of governance requires the administration to supply, in a timely manner, various reports. Internally, administrative and building level reports, district level reports, and staff and student reports are examples of monitoring tools. External tools include financial audit reports, DPI data, and state and national data.
* The Board’s responsibility of governance requires frequent communication with the various stakeholders in the district: community, parents, staff and students. The district will use the district website at [www.wrightstown.k12.wi.us](http://www.wrightstown.k12.wi.us), social media sites, the Wrightstown Area Spirit, the Annual Performance Report, the Annual Meeting Publication and the District Brochure to communicate with key stakeholders. As necessary, the District will also gather data from the stakeholders regarding district programs, communications, technology, facilities, academic opportunities, and co-curricular opportunities.
* Policy is a statement of belief and direction that guides the Board in carrying out their responsibilities. Policy development and review shall be an ongoing and continuous process. The Board of Education recognizes their role of policy development as providing the Superintendent with clear and precise direction in carrying out the district mission, vision and goals. This differs from administrative policy, which defines how district personnel carry out their responsibilities.
* Board policy shall consist of policies developed to address state and federal mandates and policies which reflect the values and beliefs of the Wrightstown Community School District.
* Policy development shall be done by the whole or by Board appointed sub-committees, and guidance from the Superintendent and administrative personnel. Policy adoption requires both a first reading and final approval to allow for appropriate Board review. Policies are reviewed and/or revised in a three-year rotation or as needed if questions arise regarding policy implementation.

### Board / Administration Relationship

* The Board of Education recognizes that the Superintendent is the only administrative position that, by statue, will be held directly accountable to their oversight. All other district personnel shall follow the established “chain of command” in defining their roles and responsibilities.
* The Board shall conduct an annual performance evaluation/review with the Superintendent, using a mutually agreed upon format or instrument.
* The Board recognizes the importance of administrative leadership. Building and department heads shall form an “Administrative Team”, and while they will report directly to the Superintendent they may be asked to report to the Board in a timely and appropriate manner. Examples may be monthly Board reports, financial statements, etc.

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* The Board shall respect the chain of command, and in doing so will give direction only to the Superintendent with a single voice derived from Board action, never from individual members. The Board recognizes the following benefits of following the chain of command process: 1) It provides everyone equal access to the appropriate decision maker within the structure of administration and staff; 2) It protects the rights and confidentiality of everyone, both inside and

outside of school; 3) It neutralizes individual tendencies to pursue personal agendas or interest that do not align with goals and vision; 4) It provides an accountability trail so that issues, complaints, etc. can be reviewed by the next level of authority; 5) It provides a businesslike way to resolve issues without being disruptive to normal activities; 6) It limits the scope of conflict by providing the person closest to a problem the chance to reach resolution; and 7) It builds confidence, trust, and support at all levels of the district.

*Adopted:* 6/18/03

*Reviewed: 1/28/09*

*Revised: 12/19/12, 3/21/2018, 3/17/2021*