

Deerfield Community Schools Series 100: Board of Education

- 110 Educational Philosophy
 - 110 Philosophy
 - 112 General Nondiscrimination
- 120 School District Legal Status
 - 120 School District Legal Status
- 130 School Board Legal Status
 - 130 School Board Legal Status
 - 131 School Board Elections
 - 131.1 Board member Qualifications
 - 132 Member Resignations/Removal from Office
 - 133 Filling Board Vacancies
- 140 Officers, Auxiliary Personnel of the District
 - 141 Board Officers
 - 142 Legal Counsel
- 150 School board Powers and Duties
 - 150 School Board Powers and Duties
 - 151 Board Policy Development
 - 151.1 Policy Review and Evaluation
 - 151.3 Administration in Policy Absence
- 160 Board Members
 - 161 Board Member Authority/Responsibility
 - 163 Board Member Development Opportunities
 - 165 Conflicts of Interest
- 170 Board Meetings
 - 171 Regular Board Meetings
 - 171.1 Public Notification of Board Meetings
 - 171.2 Agenda Preparation and Dissemination
 - 174 Board Organizational Meeting
- 180 Operating Procedures
 - 181 Rules of Order
 - 182 Quorum
 - 183 Voting Methods
 - 184 Minutes
 - 185 Board Committees
 - 186 Advisory Committees to the Board
 - 187 Public Participation at Board Meetings

DEERFIELD COMMUNITY

CODE: 110

SCHOOL DISTRICT

DATE OF ADOPTION: 11-6-78

Revised: 4-26-93

PHILOSOPHY

The Board of Education of the Deerfield Community Schools desires to provide the best educational opportunities for every citizen in the Deerfield area. It is the Board's desire to provide an educational environment that will: meet the needs of the people living in the area; provide for individual differences; develop the student physically, mentally, and socially; and develop a sense of responsibility for democratic living and the valued use of leisure time. The Board will maintain an instructional staff that will bring the highest standard of education to the students of Deerfield Community Schools.

It is the policy of the Deerfield Community School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973.

The Deerfield Community School District prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

DEERFIELD COMMUNITY

CODE: 112

SCHOOL DISTRICT

DATE OF ADOPTION: 04/19/82

Revised: 7/14/86

Revised: 4/26/93

NONDISCRIMINATION

It is the policy of the Deerfield Community School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973.

This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

The school district shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

- 1) Respect for the individual regardless of economic or marital status, intellectual ability, race, creed, color, religion, sex or sexual orientation, age, national origin, ancestry, pregnancy, or physical, mental, emotional, or learning disability or handicap;
- 2) Respect for cultural differences;
- 3) Respect for economic, political, and social rights of others; and
- 4) Respect for the right of others to seek and maintain their own identities.

In keeping with the requirements of federal and state law, the Deerfield School District shall strive to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes, and in their discipline; in location and use of facilities; and in educational offerings and materials.

Complaints regarding the interpretation or application of this policy shall be referred to designated administrative staff and processed in accordance with established procedures.

LEGAL REF.: Title VI, Civil Rights Act of 1964

Title IX, Education Amendments of 1972

Section 504 of Rehabilitation Act of 1973

Age Discrimination Act of 1967

Sections 111.31-111.38 Wisconsin Statutes

111.70

118.19

118.13

118.20

118.135

DEERFIELD COMMUNITY

CODE: 120

SCHOOL DISTRICT

DATE OF ADOPTION: 2-19-79

SCHOOL DISTRICT LEGAL STATUS

The United States Constitution leaves to the individual states the responsibility for public education.

The constitution of the state of Wisconsin provides for the establishment of free district schools "...which shall be as nearly uniform as practicable" and sets up the basis for school district organization and reorganization.

The state constitution further provides for a state department of public instruction, under the supervision of a state superintendent of public instruction, to provide leadership and services to local school districts.

The Deerfield Community School District is classified as a common school district. It includes the Village of Deerfield and the townships of Deerfield, Cottage Grove, Christiana, and Pleasant Springs, Dane County, Wisconsin. The district is under the management and control of a locally elected school board which acts as an agent of the state and governs the public schools in accordance with state law.

Statutory

LEGAL REFS.: United States Constitution, Tenth Amendment
Wisconsin Constitution, Article X
Wis. State. 115.01 (3)
115.01 (5)
120 – Sub Chapter 1

DEERFIELD COMMUNITY

CODE: 130

SCHOOL DISTRICT

DATE OF ADOPTION: 2-19-79

SCHOOL BOARD LEGAL STATUS

The school board of the Deerfield Community School District derives its authority to govern the local schools directly from the constitution of Wisconsin and the statutes of the legislature. However, the board also recognizes, that by custom and tradition, it has a responsibility to the citizenry it serves and the persons it employs to discharge its duties and obligations in a manner that will ensure the highest possible educational level of the citizens of the Deerfield area.

In accepting this dual source of authority and responsibility, the board of the Deerfield Community School District further accepts its role as the policy making body for the district and declares its intent to perform this function within the framework of the law and the will of the local citizenry.

Number of Board Members

The school board will consist of seven members, elected at large by a plurality vote cast by the qualified electors of the school district.

Term of Office

Board members will serve three years and until their successors have been elected and qualified.

LEGAL REFS.: Article X, Sec. 1 and 3, Constitution of Wisconsin
Wis. Stat. 117, 118, 120, 121

SCHOOL BOARD ELECTIONS

School board elections will be held on the first Tuesday in April.

Notice of Election

No later than the first Tuesday in December, the school district clerk is required to publish a notice of the school district election stating the time, place, and manner for filing declarations of candidacy.

The school district clerk is required to notify the clerk of each municipality lying wholly or partially in the school district of the spring election and the primary election, if one is to be held.

The school district clerk must also furnish the municipal clerks with a copy of the notice of school board election and an adequate supply of ballots.

Declaration of Candidacy

Candidates must file a written declaration of candidacy prior to 5:00 p.m. on the first Tuesday in January. Declarations of candidacy are verified by the school district clerk immediately after the filing deadline. Official declarations should read as follows: I, _____, a qualified elector, do hereby announce my intention to be a candidate for election as a member of the school board of the Deerfield Community School District, village of Deerfield, town of Deerfield, Christiana, Cottage Grove, and Pleasant Springs, Dane County, Wisconsin.

The Declaration of Intent is in compliance with the provisions of Wis. State. 120.06 (6) including filing of Elections Board Form EB-1 and Attendant Financial Report.

Elections to fill un-expired terms are conducted at the same time and in the same manner as other elections.

Costs of the Election

If no state, municipal, or judicial election is held on the day of the school board election, then the school district will pay the costs of the election.

Recount of Ballots

Recounts at an election of school board members are conducted under the direction of the school board in accordance with the general election law.

Determining Successful Candidates for Regular/Un-expired Terms

In the case of a board of more than three members, the regular terms are filled by the candidates receiving the highest number of votes and the un-expired terms by the candidates receiving the next highest number of votes.

Breaking Tie Votes

In the case of a tie vote, the person elected will be determined by choosing lots.

DEERFIELD COMMUNITY

CODE: 131.1

SCHOOL DISTRICT

DATE OF ADOPTION: 2-19-79

BOARD MEMBER QUALIFICATIONS

Any eligible elector may be a candidate for school board membership. An eligible elector must be a citizen of the United States, 18 years of age, and a resident of the district for at least 10 days preceding the election.

LEGAL REFS.: Wis. Stat. 6.02
19.01
120.06

DEERFIELD COMMUNITY

CODE: 132

SCHOOL DISTRICT

DATE OF ADOPTION: 03-19-79

BOARD MEMBER RESIGNATION

The Board believes that any citizen who files for and seeks election to the Board should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected of all Board members.

A citizen's intent to serve reflects his or her intention to serve a full term of office. However, if for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for this exigency.

LEGAL REFS.: Wis. Stat., Chapter 17

DEERFIELD COMMUNITY

CODE: 133

SCHOOL DISTRICT

DATE OF ADOPTION: 02-19-79

FILLING BOARD VACANCIES

If a vacancy on the board occurs from death, resignation, removal, or other causes, the vacancy will be filled by an appointment made by the Board of Education. Such an appointment is until a successor is elected and takes office pursuant to 120.06 (4)

LEGAL REFS.: Wis. Stat. 17.03
17.26 (1)
120.06 (4)

DEERFIELD COMMUNITY

CODE: 141

SCHOOL DISTRICT

DATE OF ADOPTION: 3-19-79

BOARD OFFICERS

The Board shall meet in legal session and elect a President, Vice-President, Clerk, and Treasurer on or within thirty days after the fourth Monday in April. Each officer shall hold office for a term of one year or until a successor is elected.

Duties of President

The president will:

Preside at all meetings of the School Board.

Decide all questions of parliamentary order, subject to an appeal by any Board member.

Sign all documents on behalf of the Board.

Appoint all Board committees; be an ex-official member of each committee.

Bring before the Board from time to time whatever business may require its attention.

Duties of Vice-President

The Vice-President shall assume the duties of the President in the event of the latter's absence or inability to act.

Duties of Clerk

1. Perform duties as required by law.
2. Attend meetings of the Board and cause a complete and accurate record to be kept of all proceedings of board meetings.
3. Receive all communications addressed to the Board and report the same to the Board
4. Sign all documents which obligate the board in any respect and letters which advise of any obligations of the Board.
5. Make and keep a list of all property belonging to the Board.
6. File and preserve all reports, resolutions, and documents in a manner convenient for reference and deliver these to his successor.
7. Keep financial accounts in proper condition for reference, and at the close of each month submit to the Board a summary of all receipts and expenditures.
8. Notify all members of the Board of regular and special meetings and send each member a copy of the minutes of each meeting.
9. Prepare all contracts and serve all required notices.

Duties of Treasurer

The Treasurer will:

1. Perform duties as required by law.
2. Attend meetings of the Board and cause a complete and accurate record of all financial transactions to be kept.

3. Receive all monies on behalf of the district.
4. Sign all documents which fiscally obligate the district.
5. File all documents and reports in a manner convenient for reference and deliver those to his successor.
6. Submit a monthly financial report to the Board.

LEGAL REFS.: Wis. Stat. 120.05
120.06 (10)
120.15
120.16
120.17
120.18

DEERFIELD COMMUNITY

CODE: 142

SCHOOL DISTRICT

DATE OF ADOPTION: 3-19-79

LEGAL COUNSEL

The board may appoint legal counsel at its discretion to advise and represent the district in all matters requiring legal counsel.

The school legal counsel will serve in an advisory capacity to both the board and the district administrator of schools.

LEGAL REF.: Wis. Stat. 120.49 (12)

DEERFIELD COMMUNITY

CODE: 150

SCHOOL DISTRICT

DATE OF ADOPTION: 2-19-79

SCHOOL BOARD POWERS AND DUTIES

The school board has complete and final control over local school matters subject only to limitations imposed by state law and regulations of the Wisconsin Department of Public Instruction, and, of course, the will of local residents as expressed in district elections. The board believes its major responsibilities are:

1. To determine educational standards and goals for the school district.
2. To exercise educational leadership and draft policies for the operation of the local schools.
3. To employ a district administrator of schools.
4. To authorize the appointment of teachers and other staff members.
5. To secure money for school operational needs and building programs and to authorize specific expenditures.
6. To express and represent the views of the community in matters affecting education.
7. To interpret the educational program and needs to the community.

In order to discharge these varied and necessary responsibilities the board will rely on the consultative resources available in the community and on the professional staff of the schools.

Although the board retains full legislative and judicial authority over the schools, it delegates all executive, supervisory, and instructional authority and operation to its professional staff under the direction of the district administrator of schools.

LEGAL REFS.: Wis. Stat 115.01 (4)
 120.13
 121.02

Note: Section 121.02 lists the standards set by the Wisconsin Legislature which school districts should meet in order to provide equal and basic educational opportunities to all children. These are related to the powers and duties of the board.

DEERFIELD COMMUNITY

CODE: 151

SCHOOL DISTRICT

DATE OF ADOPTION: 12-18-78

POLICY DEVELOPMENT

The Board will adopt policies to guide the actions of those to whom it delegates authority. These policies will be recorded in writing and organized according to a standard policy classification system.

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

Policies and/or revisions may be proposed by any member of the board, by any lay group or organization, or by any citizen. The District Administrator, in cooperation with staff and the board, will recommend policies for adoption and recommend revision of existing policies. Recommended policies will not be formally acted on by the board until the regular meeting following the presentation of such policy to allow time for review and possible change.

The board will reappraise its policies annually in view of the changing needs of the community and schools.

LEGAL REF.: Wis. Stat. 120.12

DEERFIELD COMMUNITY

CODE: 151.1

SCHOOL DISTRICT

DATE OF ADOPTION: 12-18-78

POLICY REVIEW & EVALUATION

Except for policy actions to be taken on emergency measures, the adoption of Board policies shall follow this sequence which will take place at least at two regular or special meetings of the Board:

1. Announcement and distribution of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt shall follow by at least four weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each possible statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the district.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

On matters of unusual urgency, the Board may waive the four-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the

District Administrator shall inform concerned groups or individuals about the reasons for this necessity.

Annual Reaffirmation of Policies

The Board's set of written policies shall be readopted at each annual organizational meeting, subject to the understanding that all policies not established by law and/or contractual arrangements may be changed through Board action as described above.

Law, Philosophy, and Enforcement

The Board will make every effort to ensure that its policies conform to the higher supremacy of state and federal laws, including the provisions of State and U.S. Constitutions. Questions concerning the legality of any policy should be addressed to the office of the District Administrator. Further, while it is not feasible to reiterate the principles of the Board-adopted

Educational Philosophy into the language of each and every policy statement, it is to be assumed that the spirit of this document will prevail in the implementation of all policies. Finally, the Board expects compliance with its formally adopted policies. Failure to comply will be considered cause for disciplinary action.

DEERFIELD COMMUNITY

CODE: 151.3

SCHOOL DISTRICT

DATE OF ADOPTION: 05-21-79

ADMINISTRATION IN POLICY ABSENCE

The district administrator shall have the power to implement action within the school district if an emergency situation develops for which the school district has no adopted policies or administrative rules.

It is the district administrator's duty to inform the School Board of any such action and of the need for an official policy. The district administrator's decision shall be subject to review by the School Board at its next regular meeting or a special meeting call for that purpose.

DEERFIELD COMMUNITY

CODE: 161

SCHOOL DISTRICT

DATE OF ADOPTION: 02-19-79

BOARD MEMBER AUTHORITY

Because all powers of the Board of Education lie in its action as a group, individual Board members exercise their authority over district affairs only as they vote to take action at a legal meeting of the Board.

In other instances, an individual Board member, including the president shall have power only when the Board, by vote, has delegated authority to him or her.

It shall be the policy of the Board to make its members, the district staff, and the public aware that only the Board has authority to take official action.

DEERFIELD COMMUNITY

CODE: 163

SCHOOL DISTRICT

DATE OF ADOPTION: 7-14-86

Revised: 4/23/90

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The Board believes that in-service 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.

Board members wishing to attend an out of district meeting shall indicate their desire to attend at a regular meeting of the Board.

Board members will share information, recommendations and materials acquired at said meetings.

National Meetings

1. No more than three Board members may attend an out-of-state meeting, workshop, convention or seminar in one fiscal year.
2. No individual Board member may attend more than one national meeting per fiscal year.
3. Members shall be selected for attendance at meetings in the following manner:
 - a. Board officers who have not attended a national meeting during their tenure on the Board shall have first priority for attendance at a meeting if they desire to attend.
 - b. Board members who have not attended a national meeting and who have the most tenure shall have next priority to attend said meeting. Lots will be drawn to determine which members will attend in cases where members fall into the same categories.
 - c. Members whose terms expire in less than one year and who are not planning to run for re-election or members who are not re-elected shall not be entitled to reimbursement for attendance at said meeting.

Reimbursement expenses at national meetings will be limited to: registration, transportation by tourist class air fare or the current negotiated mileage rate if traveling by automobile the actual cost of room, and meals per established guidelines.

Expenditure Reimbursement Guidelines

1. The level of reimbursement for meals will be as based upon State guidelines for breakfast, lunch, dinner. This may also be calculated on a per diem basis, given full day of conferencing expenses for meals, e.g., if one meal runs over the allowable amount and another is below the allowable amount.
2. Meals or banquets that are part of the convention are considered part of the registration and therefore fully covered.

3. Cost of room has been limited to cost of a single room. The Board member will pick up the cost difference between a double and a single if his or her spouse has attended the conference too.
4. Cost of shows or entertainment are the sole responsibility of the Board member.
5. The cost of meals for the Board members spouse, including convention banquets, are not reimbursable expenses.

State Meetings

Any member may attend state meetings, seminars and conferences. Registration, mileage and room and meals will be reimbursed if applicable.

BOARD MEMBER CONFLICTS OF INTEREST

Board members of the Deerfield Community School District may not engage in any business or transaction, or take any action, in which they or their immediate family has a direct financial interest. Neither may they engage in any activity which is incompatible with the proper discharge of their official duties or likely to impair their judgment in performing official duties.

Specifically:

1. Board members may not accept private employment or render service for private interest, unless the employment or service is permitted by law and unless disclosure is made to the full board, as outlined elsewhere in this policy.
2. Board members may not disclose confidential information concerning the property, government, or affairs of the school district, nor use such information to advance their own financial or other private interest, unless proper legal authorization is given to do so.
3. Board members may not accept any gift worth more than a nominal amount, whether in the form of a service, loan, thing of value, or promise, from any person, firm or corporation which, to the board member's knowledge, is interested directly or indirectly in the business dealings of the school district. Gifts, favors, or things of value that may influence board members in the discharge of their duties also may not be accepted, except for campaign contributions as authorized by state law.

Gifts received under unusual circumstances should be referred to the full board within ten days for recommended disposition. The board presumes, however, that any gift of nominal value will not influence board members in the discharge of their official duties.

4. Board members may not participate in awarding contracts to private enterprises in which board members may have a private pecuniary interest, or in regard to which they must perform some function requiring the exercise of discretion—unless the contract is awarded through a process of public notice and competitive bidding as outlined by state law.

Disclosure of Interest in Matters Before the Board

To the extent known, any member of the board who has a financial interest in any proposed board action will disclose on the records of the board the nature and extent of such interest.

Members of the board are expected to indicate their individual non-participation at the beginning of the board's consideration of any matter in which they or a member of their immediate family have a direct interest.

Non-participation means that the board member will not discuss the matter under consideration nor will he or she vote on the matter.

The clerk of the board will record in the minutes of the meeting that the individual member withdrew from the discussion and decision on the matter to avoid a conflict of interest.

DEERFIELD COMMUNITY

Code: 171

SCHOOL DISTRICT

DATE OF ADOPTION: 3-19-79

Amended: 8/6/84

Revised: 7/14/86, 7/28/97, 11/19/07

SCHOOL BOARD MEETINGS

The Board of Education shall officially transact all business at a legal meeting of the Board. The president shall start all meetings promptly. The Board shall hold various types of meetings, including:

1. Regular Meeting--the usual official legal action meeting each month.
2. Special Meeting--an official legal action meeting called between the scheduled regular meetings.
3. Executive Session--a background discussion session called to acquaint the Board with information of a confidential nature including but not limited to matter of personnel, property sale, or acquisition.

The Board shall normally meet on the third Monday of every calendar month at 6:30 p.m., except for the month of April. The April meeting will be on the fourth Monday of the month at 6:30 p.m. at which time new Board members will take office and the Board will reorganize. Unless decided otherwise by the president the place of meeting shall be in the TV Studio room in the Deerfield High School/Middle School.

WI. Stat. 19.81

DEERFIELD COMMUNITY

Code: 171.1

SCHOOL DISTRICT

DATE OF ADOPTION: 4-16-79

NOTIFICATION OF BOARD MEETINGS

Due notice of all official meetings of the Board shall be given through the available media normally used in conjunction with school district business.

Except in rare emergencies, this shall be interpreted to mean that the notification for all special and regular meetings of the Board will be published in THE INDEPENDENT as an official publication the week preceding the date of the meeting.

If the nature of the business requires and publication in THE INDEPENDENT is not timely, notice will be given 24 hours prior to the meeting by posting notices on the front doors of each of the two school buildings, at the Deerfield Village Hall, and at the Deerfield Post Office. The editor of THE INDEPENDENT will also receive a notice of the meeting. In the event of an immediate emergency, at least 2 hours notice of the Board meeting will be given using the procedure detailed immediately above. In both 24 hours and 2 hour notifications, radio stations WIBA-AM and WISM-AM will be requested to broadcast the meeting notice as a public service announcement.

Notice of all annual district meetings and special district meetings will be given by official publication in THE INDEPENDENT.

Wis. Stats.: 19.84
120.08
985.02
985.07

DEERFIELD COMMUNITY

Code: 171.2

SCHOOL DISTRICT

DATE OF ADOPTION: 10-12-83

Revised: 8/27/86

BOARD OF EDUCATION: MEETING AND AGENDA

1. The Board of Education will meet on the third Monday of each month beginning promptly at 6:30 p.m., except for the months of April and October. The April and October meetings will be on the fourth Monday. The agenda format will include the following:

- A. Old Business
- B. New Business

The meeting will end at 10:30 p.m. unless the President polls the Board and it is decided to continue longer.

2. Agenda Preparation and Dissemination

The district administrator shall prepare all agendas for meetings of the Board. In doing so, the district administrator shall consult with the Board president and appropriate members of the administrative staff.

DEERFIELD COMMUNITY

Code: 174

SCHOOL DISTRICT

DATE OF ADOPTION: 3-19-79

Revised: 11/19/07

BOARD ORGANIZATION MEETING

The Deerfield School Board will organize annually by election of Board officers at the first regularly scheduled Board meeting on or following the fourth Monday in April.

The officers of the Board will be President, Vice-President, Clerk, and Treasurer elected from its own membership.

Nominations will be made from the floor and a nominee must receive a majority vote of the full Board membership for election to office. Should no nominee receive a majority vote, the election will be declared null and void. Additional nominations may then be made and the vote will be retaken.

Following the election of officers, the Board will consider such other items of business as are scheduled on the agenda.

Should an office become vacant between organizational meetings, the office will be filled in the same manner as above.

LEGAL REFS.: Wis. Stat. 19.83 et seq.

120.05

120.11

DEERFIELD COMMUNITY

Code: 175

SCHOOL DISTRICT

DATE OF ADOPTION: 3-17-03

ANNUAL SCHOOL DISTRICT MEETING(S)

An annual meeting of the school district shall be held on a date and at a time and location designated by the preceding annual meeting. Such meetings shall include a financial review of the previous year, the receipts and expenditures estimated for the ensuing year and the amount needed to be raised by the local tax levy. In addition, other matters permitted under state law may be considered for action.

An agenda shall be developed and public notice of the meeting shall be given in accordance with state law and established procedures.

LEGAL REFS.: Wis. Stat. 65.90(4)
120.08(1)
120.10

DEERFIELD COMMUNITY

Code: 181

SCHOOL DISTRICT

DATE OF ADOPTION: 4-16-79

RULES OF ORDER

The Board believes it can meet as a body and proceed best with its deliberations in an atmosphere of free exchange of information and opinion unhampered by formal rules of order which are usually designed for the management of large groups or organizations. Hence, the Board shall not consider itself bound by the rules of any certain manual of parliamentary procedure.

The president of the Board, or the person chairing the meeting, may discuss and have a vote on all matters coming before the Board.

DEERFIELD COMMUNITY

Codes: 182

SCHOOL DISTRICT

DATE OF ADOPTION: 4-16-79

QUORUM

A quorum shall be four members of the Board. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

DEERFIELD COMMUNITY

Codes: 183

SCHOOL DISTRICT

DATE OF ADOPTION: 4-16-79

VOTING METHOD

Votes on all motions and resolutions shall be by “ayes” and “noes”. No secret ballots shall be used, except in the election of Board officers.

At the discretion of the president or on the request of a member a show of hands vote shall be made and this vote shall be recorded. On a voice vote, any member may request that his or her vote be recorded.

All motions shall be carried by a majority of the members present or as otherwise required by law.

DEERFIELD COMMUNITY

Code: 184

SCHOOL DISTRICT

DATE OF ADOPTION: 4-16-79

MINUTES

The clerk of the Board will keep, or cause to be kept, complete and accurate records of school board meetings.

Copies of the minutes will be sent to all board members within a reasonable period of time following a board meeting. If a board member does not call attention to any correction(s), the minutes will be presumed to be correct and as such will be printed and submitted for approval at the next board meeting.

Since school board records are public records, copies of the minutes will be made available to interested citizens upon request.

In accordance with state law, the proceedings of all board meetings will also be published within 45 days after the meeting in the official newspaper.

LEGAL REFS.: Wis. Stat. 19.88
120.17 (2) (3) (4)
120.18

DEERFIELD COMMUNITY

CODE: 185

SCHOOL DISTRICT

DATE OF ADOPTION: 3-19-79

Revised: 7/28/97

BOARD COMMITTEES

The Board may delegate portions of its exploratory, fact-finding, and preliminary work to temporary 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. Committees are appointed by the Board president, subject to Board approval, to serve for no longer than the ensuing organizational meeting of the Board unless reappointed.

It shall be the duty of the president of the Board to appoint all committees, except when the Board itself may decide otherwise. The first person named to any committee shall be considered the chairperson. It shall be the duty of the chairperson to convene the committee, and the chairperson's absence or inability to act, the second named shall replace and perform the duties of the office.

DEERFIELD COMMUNITY

Code: 186

SCHOOL DISTRICT

DATE OF ADOPTION: 4-16-79

ADVISORY COMMITTEES TO THE BOARD

Citizens' advisory committees. Such committees shall be formed by the Board at such times and for such specific purposes as the Board deems necessary. They shall function until their assigned goal has been accomplished, and then shall be dissolved.

DEERFIELD COMMUNITY

Code: 187

SCHOOL DISTRICT

DATE OF ADOPTION: 11-20-89

AUDIENCE PARTICIPATION AT SCHOOL BOARD MEETINGS

Specific provisions should be made pertaining to the Board of Education receiving the views and opinions of visitors and/or delegations of citizens. Receiving citizen input must be balanced against the need for the Board to run a reasonably timed efficient meeting. With this in mind, the audience to visitors portion exists on the agenda. During this portion of the meeting, individual citizens may briefly address the Board of Education regarding issues of concern. Such citizens, when recognized by the presiding officer, will give their name, address, the organization being represented, and state their opinion briefly and concisely. A time limit of three minutes will exist for each speaker and a total time limit for a topic may be imposed at the presiding officer's discretion.

The Board of Education will not take action on items discussed during the audience to visitors, unless it is specifically on the agenda. This is done to avoid violation of the notice requirement of the open meeting law. If necessary the presiding officer may request that an item be placed on an agenda for future action and/or consideration. The Board will, whenever possible, be responsive to questions raised.

While the public has the right and is openly encouraged to attend Board meetings, "no individuals or groups have the right to enter into the deliberations of the Board. They may take part in the discussion only when the board invites them to do so." Again, each speaker, when recognized by the presiding officer, will give their name, address, the organization being represented, and state their position briefly and concisely. The same time restrictions apply here as previously noted.