

**POLICY: 112. SCHOOL BOARD AUTHORITY**

**SCHOOL BOARD MEMBER PAY**

The salary for Arrowhead Union High School District School Board members is approved at the Annual Meeting each year.

School Board members shall receive one-half of their annual salary on the November 6<sup>th</sup> payroll and one-half of their annual salary on the April 20<sup>th</sup> payroll. The November 6<sup>th</sup> check shall reflect services performed from the fourth (4<sup>th</sup>) Monday in April through October 31<sup>st</sup>. The April 20<sup>th</sup> check shall reflect services performed from November 1<sup>st</sup> through the day before the fourth (4<sup>th</sup>) Monday in April.

If a School Board member resigns before his/her term expires, said Board member would be paid through the last regular Board meeting at which he/she was an official member. A prorated check shall be issued immediately.

**POLICY: 113. FILLING BOARD VACANCIES**

The following procedures will be used by the School Board when filling a Board vacancy except as otherwise approved by the current Board.

VACANCY NOTICE AND CANDIDATE APPLICATION

1. The Board Clerk or designated district personnel shall provide public notice of the vacancy in a designated local newspaper and in the District's normal posting locations. The notice shall include:
  - a. Length of time for which the appointment is to be made;
  - b. The place and manner by which qualified electors may apply; and
  - c. The deadline date, with no day of the week indicated, for filing written applications. The date and time will be a reasonable length of notice, ten (10) days at a minimum, to allow all interested parties to apply.
  - d. If a change in the process (e.g. timeline extension) is deemed necessary, within five (5) days of the initial public notice of the vacancy, the modifications shall:
    1. be noticed to all school board members via email communications,
    2. be noticed to the public,
    3. be altered on the District website including the original language, the changed language, and the reason for the modification,
    4. and, if feasible within the established timelines, will be noticed in the designated local newspaper including the original language, the changed language, and the reason for the modification.
  - e. If changes cannot be made within five (5) days of the initial public notice of the vacancy, changes to the process may occur, including but not limited to halting and re-initiating the process, with the approval of a quorum/majority of the board.
2. Prospective candidates will be asked to submit a written application to the Board, in care of the superintendent at the District office. All applicants must be residents and qualified electors of the District. The written application must include the following information:
  - a. Reason(s) the candidate wants to serve on the Board;
  - b. Background qualifications and experiences relevant to the position;
  - c. Candidate's educational philosophy;
  - d. Candidate's general views regarding the role of the Board and the role of the superintendent;
  - e. Candidate's general views on district strengths and areas that may need improvement.

APPOINTMENT

1. The Board will read application materials and interview all individuals who have properly filed the specified application materials.
2. Candidates for a vacancy on the Board shall be considered at an open meeting unless there are exceptional reasons to consider the candidates in close 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 which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidate(s).
3. The order of the candidates interviewed will be determined by a random drawing of the candidates' names. All candidates shall be given an opportunity to make a statement, of up to five minutes in length, on behalf of their candidacy and to explain their purpose in seeking a position on the Board. The Board may ask predetermined questions of the candidates; this may be done with all

# PROCEDURE

candidates in the room or by asking other candidates to wait in a nearby room while each candidate is interviewed.

4. Upon completion of the interviews, the Board president will call for discussion by Board members only.
- ~~5.~~ Board members will vote for one of the candidates using one of the following methods as determined by the Board president: roll call, voice vote, or signed ballots. Any candidate receiving a quorum/majority vote of the seated Board members will win the appointment. If no candidate receives a quorum/majority vote on the first ballot, the Board will vote again using just the top two vote-receivers (or more than two if tied votes) as finalist candidates. If no finalist candidate receives a quorum/majority vote on the second ballot, the voting will continue in the same manner with the top two vote-receivers (and any remaining ties). If no candidate receives a quorum/majority vote on the third ballot, and if a quorum/majority of the seated Board approves it, the Board president shall determine which candidate wins the tie with the flip of a coin or random drawing of names.
6. The chosen candidate is issued the oath of office and is seated on the Board.

## TERM OF APPOINTMENT

The length of term of Board member appointees will be in accordance with state law provisions. Except as otherwise specifically provided by law, according to S.17.26 (1g)(a), Board member appointees will serve until their successors are elected at spring elections as follows:

1. If a vacancy occurs in the office of a Board member in the last year of his/her term, the successor will be elected at the next spring election.
2. If a vacancy occurs after a 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 successor will be elected at the next spring election.
3. If a vacancy occurs after the last Tuesday in November and prior to the spring election in the office of a Board member who is not in the last year of his/her term, the successor will be elected at the second following spring election and the appointee will serve in the interim period.

**POLICY: 131. BOARD OFFICERS**

The Board officers shall consist of a president, a vice-president, a clerk, and a treasurer. However, the only real authority lies with the Board as a group. Officers shall be elected at the organizational meeting of the Board for one-year terms. A nominating ballot shall be held for each position. All those receiving a nomination on the nominating ballot shall be eligible to be on the election ballot. The first person to receive a majority of the election ballots shall be declared elected to that office.

DUTIES OF THE PRESIDENT

The president shall:

1. Preside at all meetings of the Board.
2. Decide all questions of parliamentary order, subject to an appeal by any Board member.
3. Appoint all Board committees and chairpersons, unless otherwise provided. The president shall be an ex-officio member of each committee.
4. Sign all documents on behalf of the Board and co-sign checks in payment of lawfully incurred and properly approved expenditures.
5. Bring before the Board, pending discussion with the superintendent, whatever business may require its attention including the formation of the agenda.
6. Have the right, as other members of the Board, to offer resolutions, to discuss questions and to vote thereon.
7. See that minutes of the meeting are properly recorded, approved, and signed.
8. Defend the School District from actions brought against the District.
9. Perform all other duties prescribed by Wisconsin state statute or by the Board.

DUTIES OF THE VICE PRESIDENT

The vice-president shall perform the duties assigned to any officer in the event of the latter's absence or inability to act so long as the vice-president is not simultaneously acting in the place of two other officers.

DUTIES OF THE TREASURER

The treasurer shall:

1. See that all monies paid to the School District are received and deposited promptly in the officially designated district depository.
2. Assure that a record of the receipt of said monies is properly kept.
3. Furnish a financial report at the Annual Meeting that reflects the money received and disbursed during the year.
4. Co-sign checks in payment of lawfully incurred and properly approved expenditures.
5. See that designated reports to the state are properly made.
6. Perform such other duties prescribed by law or by the Board.

DUTIES OF THE CLERK

The clerk shall:

1. Oversee the care and custody of the record books and documents of the Board.
2. Cause written notice to be given to each member of the Board for all Board meetings.
3. Cause written minutes and audio recordings of each Board meeting to be kept and preserved.
4. Cause a report of the names and addresses of Board officers to be made to each municipality within the District.
5. See that required reports are submitted to the municipal clerks.

6. See that each teacher receives a contract.
7. Cause tax levy certifications to be prepared and filed.
8. Administer the oath of office to School Board members.
9. Attest to any written contract to which the District may be a party when such contract shall have been authorized by the Board.
10. Co-sign checks in payment of lawfully incurred and properly approved expenditures.
11. Perform such other duties prescribed by law or assigned by the Board.
12. Convene a Board of Canvassers that must meet in open session on or before 9:00 a.m. on the Tuesday after the election. The board of canvassers must complete the canvas no later than 4 p.m. on the Tuesday after the election. The canvass shall be open to the public and the District clerk is directed to give due notice of said meeting.

## PAYMENT PROCEDURES

### A. GENERAL PROCEDURES

1. No order, check, share draft, or other draft may be drawn for payment for which money has not been appropriated according to state law.
2. All bills, invoices, and requests for payment must be processed through the Business Office. The Business Office shall properly verify the appropriateness and approve all such items prior to payment, as required in current purchasing guidelines. The Board shall approve the payment of all bills, invoices, payrolls, and claims against the District.
3. Verification of receipt of items purchased, work completed, or that a proper purchase order has been completed is necessary prior to Board approval of any payment.

### B. ROUTINE EXPENDITURES

1. Expenditures of a routine nature, having been previously authorized by the Board through budget approval and that have been properly documented, may be paid by the School District treasurer in the normal course of business. Discounts for prompt payment should be taken when circumstances permit.
2. Expenditures of a random nature that are within previously Board-approved district and departmental budget limits and have been requested by authorized personnel may be paid by the School District treasurer in the normal course of business, provided the necessary documentation has been completed.
3. The business manager shall provide the Board with a report each month listing all payments of expenditures.

## PROCEDURE FOR MIDTERM REPLACEMENT OF OFFICER

In the event a board officer resigns or is found permanently unable to fulfill the duties of his/her appointment, then:

- (a) upon the first subsequent meeting of the board where all 9 board positions are full (i.e. no board position is vacant; however, some board members may be absent from the meeting if a quorum is present);
- (b) the board president (or vice president if the president is not present) shall announce that the vacant officer position will be filled by board election at the next meeting of the board where all 9 board positions are full and a quorum is present, and
- (c) at the next such meeting, a board member may be elected to fill the vacant officer position by the affirmative vote of a majority of the board.

## EXPEDITED REPLACEMENT PROCESS

For any officer vacancy other than the president, the board may at any meeting waive the foregoing process for filling of the vacancy, if such appointment is made by unanimous vote of the board members present (even if there is a vacant board position). No such waiver of the foregoing process (nor change in applicable policy) shall be permitted in respect to the appointment of a new president, unless such a policy was changed at least 6 months prior to the appointment.

**POLICY: 131.1      ARROWHEAD HIGH SCHOOL ENDOWMENT FUND, INC. (ADDENDUM)**

The president shall perform his/her duties described in the Arrowhead High School Endowment Fund, Inc. Bylaws, such as appointing directors, filling vacancies, and changing Bylaws, only at the direction of, and with the approval of, the Arrowhead High School Board of Education.

The members of the Board shall receive copies of the Endowment Fund agendas in advance of meetings and minutes of the meetings; activities of the Endowment Fund shall be an "Other Reports" agenda item at the regularly scheduled monthly meeting of the Board.

**POLICY: 132. BOARD COMMITTEES**

An agenda for committee meetings shall be developed by the superintendent with the assistance of the committee chairperson. A copy of the agenda shall be delivered to each Board member approximately two days in advance of the scheduled meeting.

Requests for items to be placed on committee meeting agendas by Board members, citizens, or staff should be directed to the committee chairperson. Board members, citizens, and staff are encouraged to provide input prior to the mailing of the agenda. If new input of a substantial nature is brought to a committee of the Board meeting, it is at the discretion of the committee chairperson to consider the information at the time or postpone the concept to a later meeting.

The committee chairperson shall follow the order of business set up by the agenda, unless altered by a majority vote of the members present at the meeting.



**POLICY: 151.1 BOARD MEETING NOTIFICATIONS/AGENDAS**

An agenda for meetings of the Board of Education shall be developed by the superintendent with the assistance of the Board president. A copy of the agenda shall be delivered to each Board member approximately two days in advance of the scheduled meeting.

Requests for items to be placed on meeting agendas by community members, or staff members should be directed to the superintendent or board president for consideration and determination of to whom the topic should be forwarded, e.g. to administration, to a board committee, or to a school board meeting. Requests for items to be placed on meeting agendas by board members typically are initiated during committee meetings or during the monthly “Future Agenda Items” portion of the school board meeting agenda. If the matter is urgent in nature, a special board meeting may be called to address that topic. More typically, the board president, perhaps with the assistance of the superintendent will consider and determine the best course of action for how that topic should be handled – in committee, by administration, through legal counsel, being placed on the next school board meeting agenda, etc.

The Board shall follow the order of business set up by the agenda, unless altered by a majority vote of the members present at the meeting.

**POLICY: 151.4 PUBLIC PARTICIPATION AT BOARD MEETINGS**

1. **Meetings** - School Board and subcommittee meeting are open meetings, with some exceptions as provided under law. Members of the public have the right to attend and observe the discussions and action of the Board. Except for a scheduled Annual Meeting, the Board's meetings are not public hearings: there are no discussion or voting rights except for the elected Board members. Open meetings of the School Board are meetings of Board members in public, not a public meeting or community forum.
2. **Policy** - The Board has the responsibility to conduct the business of the District in an orderly, efficient manner and therefore implements reasonable controls to regulate public presentation to the Board.
3. **Rules** - The communications and comments from members of the public agenda item requires:
  - a. Anyone wishing to speak to the Board must be present and register on the signup form.
  - b. A three-minute time limit is enforced.
  - c. Public comment is only accepted during this agenda item.
  - d. Sharing of minutes with another person addressing the Board is not permitted.
  - e. Speakers should address the Board as a whole, not individual Board members, and should remain polite and respectful
  - f. Only the Board President may respond to the comments or questions. The Board President has the authority to ask another Board member or Administrator to respond.
  - g. Board members will not respond to public comments unless designated by the Board President.
  - h. The Board President has the authority to cease any conversation, at any time, for any reason.
  - i. Public comments will be taken under advisement. If public comments are in regard to an agenda item, when the Board discusses that particular item during the meeting, the Board may or may not address the comments/questions raised by the Public.
  - j. Only the Board will discuss and/or take action; there will be no citizen communications during the time of agenda topics.
  - k. Speakers are not immune from legal consequences related to the content of their speech.
4. **Rationale** - The rules are intended to allow members of the public to comment on any matter they may desire. The Board however is constrained by its agenda and laws concerning public meetings which limit board discussion and action to only those matters listed on the agenda. This means the Board cannot engage in conversations with the public during the comment period, because the nature of those comments would be unknown in advance and thus would not be listed in the agenda. Where the law permits, the Board President may be able to offer some clarification or direction on issues raised by the public.
5. **Obtaining Information** - When practical and as permitted by open meetings laws, Board members or administration may provide quick, factual answers to a question from the public (as described in the "Rules" segment of this pamphlet). More typically, the citizen will be asked to contact the Superintendent for more information and/or next steps to obtain the desired information.

**POLICY: 161. BOARD-SPONSORED RECOGNITION PROGRAM**

- A. Annually, the Board shall sponsor an awards program for all employees for the purpose of awarding years of service. Years of service awards are for continuous service: 5 years, 10 years, 15 years, 20 years, 25 years, 30 years, 35 years, and 40 years.
- B. The available recognition gifts are displayed as choices on an identified vendor's website. Awards may change based on the availability of items.

**C. The "ARROWHEAD" Award – Career Achievement**

Date: *(insert current date)*

Purpose: An award designed on behalf of the School Board to recognize any staff member for their dedication and loyalty to Arrowhead, based upon a longevity threshold, their passion for the profession and school, and for their impact on the school and/or program(s) throughout their career.

Note: This award may be given at any point of a career with Arrowhead as long as the minimum employment threshold has been achieved and the other criteria is met.

Nominations: Nominations for the "ARROWHEAD" can be brought forth by any School Board member, Administrator, staff member, student, parent, or community member.

Career Length: Minimum of Ten Years (10) as an Arrowhead employee

**Due Date: *(insert day/date)* Please submit to Superintendent *(insert supt. name)***

Award: Award recipients will be honored at an annual event, presented with an award, and on a plaque in the District Office.

**Nomination**

Criteria: Candidates will be judged upon these topics

- Passion for their job and for Arrowhead
- Loyalty to their job and to Arrowhead
- Positively impact the image of Arrowhead
- Face of Arrowhead-based upon their beliefs, standards and high expectations
- Pride of being an Arrowhead employee
- Positive attitude
- Open to challenge and embraces opportunities to serve
- Can do attitude
- Continue to shape and grow
- Creative and innovative
- Excellence in work performance
- Demonstrates high motivation, initiative, integrity, leadership skills, commitment and exceptional judgment
- Significantly impacts lives of students
- Commitment to creating a climate of caring and respect conducive to creating a positive learning environment
- Participates above and beyond the regular school activities.

**Having this criteria list in mind, please submit an essay that describes the person you are nominating.**

## D. Arrowhead Teacher(s) of the Year Award

Date: *(insert current date)*

Purpose: An award designed to recognize the achievements of teachers during the *(insert current academic year)* school year.

Nominations: Nominations for the “Teacher(s) of the Year” award may be brought forth by any School Board member, Administrator, staff member, or student.

**Due Date:** *(insert day/date)* Please submit to Superintendent *(insert supt. name)*

Award: Award recipients will be honored at an annual event, presented with an award, and on a plaque in the District Office.

Nomination

Criteria: Candidates will be judged upon these topics

Professional Criteria:

- Evidence of Professional Growth
- Active in Professional Organizations
- Professional Leadership Experiences
- In good standing for at least the past three years of employment

Classroom Criteria:

- Creative Teaching Innovation
- Excellence in Teaching
- Demonstrates high motivation, initiative, integrity, leadership skills, commitment, and exceptional judgment.

Community Criteria:

- The candidate must have made significant impact on the lives of students
- Nominee works tirelessly to genuinely improve the quality of education
- Leadership in educational activities at the school, district, and/or state and national level
- Record of superior teaching as evidenced by student performance, honors, awards, or other kinds of recognition
- Leadership in providing professional development opportunities for colleagues and other school staff as evidenced by participation in workshops, in-service training, conferences, and/or advanced degrees
- Demonstration of exemplary interpersonal skills in communicating with students, parents and the community, and in collaboration with other professionals
- Commitment to creating a climate of caring and respect conducive to effective teaching and learning
- Positive PR for school; fosters positive image for school
- Participates above and beyond the regular school activities

**Having this criterion list in mind, please submit an essay that describes the person you are nominating.**

E. **Arrowhead Support Staff Star(s) of the Year Award**

Date: *(insert current date)*

Purpose: An award designed to recognize the achievements of staff members during the *(insert current academic year)* school year.

Nominations: Nominations for the “Staff Star(s)” award may be brought forth by any School Board member, Administrator, staff member, or student.

**Due Date:** *(insert day/date)* **Please submit to Superintendent *(insert supt. name)***

Award: Award recipients will be honored at an annual event, presented with an award, and on a plaque in the District Office.

Nomination

Criteria: Candidates will be judged upon these topics

Professional Criteria:

- Displays distinguished performance with assigned job responsibilities and makes the effort to go above and beyond expectations
- Demonstrates exceptional initiative, integrity, reliability, commitment, and judgment
- Actively displays collaboration with colleagues, as well as leadership and/or support for others within the school district
- Continuously learns and grows within the assigned job or perhaps beyond their current role
- Has been in good standing for at least the past three years of employment

School Community Criteria:

- Has made a significant positive impact on students and/or the school as a whole
- Works tirelessly to improve the quality of Arrowhead
- Demonstrates exemplary interpersonal skills and communicating with students, staff members, parents, and community members
- Fosters a positive environment and image for Arrowhead
- Displays commitment to creating/maintaining a productive workplace climate and culture

**Having this criterion list in mind, please submit a brief essay that describes the person you are nominating.**

F. The “ARROWHEAD” Award – Friend of Arrowhead

Date: *(insert current date)*

Purpose: An award designed on behalf of the School Board to recognize any community member or business for their work, support, and/or monetary contributions to Arrowhead High School, based upon their significant impact on the school, students, and/or program(s).

Nominations: Nominations for the “Friend of Arrowhead” award can be brought forth by any School Board member, administrator, staff member, student, parent, or community member.

**Due Date:***(insert day/date)* Please submit to Superintendent *(insert supt. name)*

Award: Award recipients will be honored at an annual event, presented with an award, and on a plaque in the District Office.

Nomination

Criteria: Candidates will be judged upon these topics

- Significant impact on the school, students, and/or program(s)
- The level of work, support, and/or monetary contribution
- Longevity of the contribution is a consideration
- Passion for Arrowhead
- Positively impacts the image of Arrowhead
- Face of Arrowhead – based upon their beliefs, standards, and high expectations
- Positive reputation within the greater community

**Having this criteria list in mind, please submit an essay that describes the community member or business you are nominating.**