

LEGAL BASIS

- A. The responsibilities, powers, and duties of the Board of Education of the Darlington Community School District are those as outlined in the Wisconsin Statutes and as defined by prevailing legislation and law. Policies locally developed shall be in accordance with Wisconsin Statutes and prevailing legislation and law.
- B. The Board of Education is a policy making group responsible for the development and enforcement of policies of a permissive nature and charged with the responsibility of enforcing policies of a mandatory nature.
- C. The Board of Education is responsible for making and adopting all major policies which affect the operation of the public schools within the District. As an individual, a Board member has no legal authority to bind the Board because Wisconsin Statutes and prevailing legislation and law assign powers, duties, and responsibilities to the School Board as a whole. It is the duty of the District Superintendent to serve as the Board's executive officer and its professional advisor.

Revised: September 16, 2013

ELECTION AND COMPENSATION

A. Number of Members

The Board of Education of the Darlington Community School District shall consist of nine (9) members chosen at large by electors of the District at the **S**pring Election according to Wisconsin Statutes and prevailing legislation and law. Three (3) members shall be elected each year.

B. Terms and Oath of Office

Board members are elected for terms of three (3) years. All required oaths shall be taken and filed as required by prevailing legislature and law.

C. Compensation

Compensation of Board members shall be determined each year at the Annual Meeting of the District. Board of Education members shall also be reimbursed for expenses incurred in attending meetings sponsored by the State Superintendent of Public Instruction or his/her agencies, WASB, and other inservice agencies when sanctioned by the Board. Reimbursement for mileage and other costs incurred by Board Members involved in official school business activities will be made at the established rates. All sanctioned District committee meetings shall be reimbursed at established rates.

Claim vouchers signed by Board of Education members shall be submitted to the fiscal office before payment may be made.

Revised: September 16, 2013

Revised: December 4, 2017

POWERS AND FUNCTIONS

A. Powers

The Board of Education shall act as the general agent of the State in carrying out the will of the people of its District in conducting the business of the Common School District. It shall be responsible for carrying out mandates and shall consider and accept or reject the provisions of the permissive laws. In all cases where Wisconsin Statutes and prevailing legislation and law do not direct or prohibit, the Board of Education shall consider itself the agent solely responsible for establishing and appraising educational activities within the District.

B. Functions

Three functional activities are emphasized in respect to the Board of Education governing public education within the District.

Policy Making is that function which determines what shall be done, establishes procedures for accomplishing tasks, and establishes the necessary means of financial support.

Executive is that function which directs the implementation of plans and policies, keeps the public informed, and furnishes creative leadership for the District.

Appraisal is that function which attempts to determine:

1. the efficiency of the operation of general activities, and
2. the worth and value of the results of those operations.

Revised: September 16, 2013

NEW BOARD MEMBER ORIENTATION

The Board President or his/her appointee and Superintendent shall develop a plan to assist each new Board Member in understanding the Board's functions, policies and procedures. The orientation process should be done within the first four months of office.

New Board Members may request topics for orientation or additional work sessions.

Suggested topics or methods may include, but are not limited to:

- Structure of Board meetings, calendar of reports, review previous board reports
- Board meeting materials/reports/Website
- Expectations/responsibilities of the Board
- Tour of facilities and grounds
- Introduction to administrative staff and review of their functions
- Review of the District's financial status, structure and processes. Discuss the State's school funding formula along with the District's bargaining units.
- Review student achievement data and trends
- State and national organizations and their functions/publications and attendance at the various conferences
- Traditions/public appearances of Board Members
- Review of governmental agencies
- Review of pending district litigation
- Review of District Policies on District website
- Appointment to other committees

Approved: April 2, 2012

Revised: September 16, 2013

ORGANIZATION AND PROCEDURES

A. Meetings

1. Organizational Meeting

The Board of Education shall meet and organize annually at the first scheduled board meeting following the spring election. At this meeting the Board shall act on the following agenda.

- a) New members shall take office provided they have taken and filed the Oath of Office as prescribed.
- b) A president, vice-president, clerk, and treasurer shall be elected for a term of one year. (The superintendent shall serve as chairman of the meeting until election of the president.)
- c) Designate an official depository.
- d) Designate an official newspaper for purposes of publication of notices and proceedings.
- e) Set the treasurer's bond.
- f) Set date and time for regular monthly meetings.
- g) Appoint a legal advisor.
- h) Select correspondent for WASB.
- i) Select a CESA convention delegate.
- j) Establish procedure for committee appointments.

2. Regular Meetings

- a) The Board of Education shall hold regular meetings at least once each month. A majority of the members shall constitute a quorum to do business.
- b) All meetings of the Board shall be open to the public in accord with Wisconsin Statutes and prevailing legislation and law. Executive or closed sessions may be held only in accord with Wisconsin Statutes and prevailing legislation and law. All meetings will be public noticed in accord with Wisconsin Statutes and prevailing legislation and law.
- c) Constituents who wish to appear before the Board regarding personal concerns or as representatives of organizations with special concerns are expected to file with the superintendent a written request for a place

on the agenda. This request should be filed five (5) days in advance of the meeting and should contain a summary of the nature of the business to be brought forth. Such presentations are to be limited to ten (10) minutes. Board action may extend the time limit.

- d) In those instances when a constituent is unable to meet time lines for requesting a place on the agenda, the constituent may appear at the meeting and make a verbal request before the agenda is approved. In such instances the request will be honored and the business placed on the agenda should five (5) or more members vote to place the requested matter of business on the agenda. Such presentations are to be limited to ten (10) minutes. Board action may extend the time limit.
- e) The rules of parliamentary procedure comprised in Robert's "Rules of Order" shall govern the Board in its deliberations. Rules may be amended by majority vote. The order of business may be altered at any meeting by a majority vote of the members present.
- f) The Board of Education shall transact all business at a legal meeting of the Board. No member shall have power to act in the name of the Board outside of a Board meeting unless authorized by Board action to do so.
- g) Comments and observations of Board members shall be directed to the full Board. The Board by a majority vote may agree to limit discussion on any issue to a given period of time.
- h) Voting shall be by acclamation unless a given member requests a roll call vote. When roll call votes are requested, members shall be polled in alphabetical order with the exception that the presiding officer will be polled last.
- i) At the hour of the meeting, or as soon thereafter as a quorum is present, the presiding officer shall call the Board to order and shall proceed with business in this approximate order:
 - 1. Call to order: Clerk acknowledges public notice.
 - 2. Roll call
 - 3. Call for requests for special appearances by District constituents in attendance.
 - 4. Adoption of Agenda

NOTE: Agenda items are to be arranged in the following order:

- 1. Presentation of minutes of previous meeting
- 2. Presentation of bills (2nd meeting of the month).
- 3. Presentation of treasurer's report (1st meeting of the month).

4. Appointments/Resignations
5. Items of business requiring specific direction and/or Board action.
6. Superintendent's and Principals' Reports
7. Executive Session business when required
8. Return to Open Session
9. Adjournment

3. Special Meetings

- a) Special meetings may be held if the purpose is identified and if every member consents in writing and acknowledges receipt of the nature and purpose of the meeting. Giving consent does not require a member to attend. A quorum must be in attendance.
- b) Special meetings may be initiated in the following manner:
 - 1) Upon written request by a Board Member to the clerk (in absence, the president) who shall notify the members in writing at least 24 hours in advance, or
 - 2) Without prior notice when all members are present and consent.
- c) Special meetings will be called only in accord with Wisconsin Statutes and prevailing legislation and law.
- d) Special Meeting Notice

Special meetings will be public noticed in accord with Wisconsin Statutes and prevailing legislation and law.

4. Adjourned Meetings

Any legal meeting of the Board may be adjourned to a subsequent date and time.

5. Minutes

A copy of the official minutes of all Board of Education meetings as recorded by the clerk shall be electronically sent to each board member by the superintendent prior to the next regular Board meeting. Individual Board Members may request a paper copy.

Revised: September 16, 2013

DUTIES OF OFFICERS

A. The President

1. Shall preside at all meetings of the Board and insure that minutes of the meetings are prepared, recorded, approved, and shall consult with the superintendent when appropriate to review the agenda of each meeting.
2. Shall countersign all orders, or, if authorized by the Board, allow a facsimile of his signature to be used.
3. Shall initiate legal action on behalf of the Board and District.
4. Shall appoint all committees which may be required and shall be ex-officio member of each.
5. Shall rule on any question or order.
6. May elect to have his vote counted or may elect not to vote on any issue before the Board.
7. Shall perform such other duties as prescribed by Wisconsin Statute and legislation and law.

B. The Vice-President

1. Shall preside at all meetings of the Board in the absence of the president.
2. Shall in the temporary or prolonged absence of the president carry out all the duties of the president until such time as the president can resume responsibility for the office.

C. The Treasurer

1. Shall be bonded by the District
2. Shall account for all District monies.
3. Shall present to the annual meeting a written statement of all monies received and disbursed during the preceding year.

D. The Clerk

1. Shall act as clerk and cause to have recorded proceedings of all District and Board meetings.
2. Shall have all minutes of meetings, order, resolutions, and other proceedings entered in the official record book and cause them to be published.
3. Shall countersign and record all orders of the treasurer or allow a facsimile to be used.

4. Shall deliver to the clerk of each municipality within the District a certified statement showing the amount of taxes voted and the proportion of tax to be collected in that municipality in each year for school operation and bonded indebtedness in accord with Wisconsin Statutes and prevailing legislation and law.

E. The Board

1. Shall exercise through written policy, rules, and regulations the supervision and management of the property and affairs of the District.
2. Shall levy taxes sufficient to operate and maintain the schools and to make payment on bonded indebtedness prior to the third Tuesday in October. Such levies shall be done in accord with Wisconsin Statute and prevailing legislation and law.
3. Shall keep buildings and grounds in good repair, suitably equipped, and in a safe and sanitary condition.
4. Shall provide ample insurance for school property.
5. Shall insure that an annual inventory of school property is made.
6. Shall designate an official depository.
7. Shall provide for an annual audit of the District financial records and report results of this audit to the public.
8. Shall request the District superintendent to prepare and present a complete though tentative annual budget for its consideration no later than the 1st meeting in August.
9. Shall designate an official newspaper for publication of proceedings.
10. May grant use of the District buildings and facilities to responsible persons upon proper application and in accord with Wisconsin Statute and prevailing legislation and law.
11. May expel a pupil when it finds that the best interest of the School District requires his or her expulsion. When such action is taken, the Clerk shall file a notice of such order with the parent or guardian.
12. Shall approve all bills for payment of equipment, supplies, and services.
13. Shall approve the school calendar for the ensuing school year.
14. Shall perform all duties and exercise all powers, in addition to those specifically named above, as prescribed by Wisconsin Statute and prevailing legislation and law.

Revised: September 16, 2013

COMMITTEES

The president, upon consent of the Board, shall appoint standing committees deemed necessary and advisable to assist in the conduct of matters of Board responsibility. The existence of a standing committee does not take the place of Board interest or action. A standing committee is expressly intended as a research and data gathering organization for the Board as a whole or as an arm of the Board for the performance of specified investigations or actions as directed by the Board. The president shall be an ex-officio member of all standing committees. The superintendent shall be a non-voting member of all committees except those at which his/her attendance is specifically and mutually considered inadvisable. The chairman of each committee shall notify or cause notification of all committee members of the purpose, time, and place of meetings. Committee members, Board members at large, and the administration may request the chairman of a committee to call a meeting for an express purpose. Such requests should be made a matter of record at a regular Board meeting and receive Board approval. All actions and recommendations of a given committee shall be subject to action of the Board unless said committee is given the power to act by previous Board direction.

A. Finance Committee

The finance committee will see to it that all current bills are properly audited and recommended for payment. Other problems relating to school finance become the responsibility of this committee. The Clerk, with the approval of the President (or vice-president in case the president is unavailable) shall be authorized to pay bills without prior approval of the Board of Education, providing it is necessary to pay such bills before a Board meeting in order to take advantage of cash discounts allowed and providing the purchases have been authorized by having been included in the adopted budget. In every such case, a report will be made to the Board at its next regular meeting in order that formal approval of the action may be made a matter of record.

B. Building and Grounds Committee

1. The Building and Grounds Committee shall prepare for the full Board's consideration recommendations for the operation, maintenance, and improvement of school buildings and school grounds.
2. The Committee shall also as required make studies and recommendations pertaining to the purchase of sites.
3. The Committee shall oversee non-school use of facilities and equipment and shall recommend to the full Board policies related to non-school use of facilities and equipment.

4. The Committee shall develop, adopt, and record a long range plan for bringing and maintaining District facilities to the established level of standards for safe and healthful facilities.

This plan and the execution thereof shall be intended to insure that the District shall be in compliance with all Federal, State, and local codes and regulations.

The Committee shall annually inspect or cause appropriate agents to inspect facilities for potential of demonstrated hazards to health and safety. The Committee shall insure that appropriate custodial services and procedures are in place to protect the health and safety of persons using the facilities and equipment.

5. The district administrator shall have the responsibility to serve the Committee as its executive secretary and shall coordinate activities related to safety and health considerations pertaining to District facilities. The district administrator shall be responsible to maintain a file of committee recommendations, Board action, inspection reports, and all relevant documents pertaining to the maintenance of safe and healthful facilities.

C. Negotiations Committee

The Negotiations Committee shall conduct all business regarding negotiations and the development of recommendations regarding wages, hours, and working conditions for teacher and support employees represented by DEA and DAP. Any and all recommendations of this Committee shall be presented to the full Board for full Board sanction and approval.

D. Transportation Committee

The Transportation Committee will oversee all transportation operations. This committee will negotiate any and all transportation contracts. It will review and recommend policy regarding student transportation. It will review proposed bus routes with the contractor. It will as it deems appropriate act as a clearing house for complaints and suggested improvements regarding transportation services.

E. Food Service Committee

The Food Service Committee shall study and review operations relating to the food service program and present their findings and/or recommendations to the Board for action.

F. Legislative Committee

The Legislative Committee shall serve as liaison with the WASB regarding State and Federal legislation pertaining to school operations. Wherever deemed appropriate, it shall take the initiative in keeping the Community and Board informed on legislative matters and issues.

G. Policy Committee

The Policy Committee shall periodically review policy. Annually, commencing in August, this Committee shall review policy and present to the full Board its recommendations for an annual policy book update. This Committee shall also oversee staff evaluation procedures, staff inservice procedures, and all other activities aimed at the improvement of instruction.

H. Scholarship Committee

The Scholarship Committee will oversee the management of all scholarships processed through the District. In general, it will serve to confer with and assist the administration and the school counselor in expanding and improving the Scholarship program. Where specifically delegated, such as in the instance of delegated scholarships, the Scholarship Committee will directly participate in the award process.

I. Long Range Committee

The Long Range Planning Committee shall annually review District operations in light of District goals, resources, state and federal relationships. It shall submit to the full Board recommendations for modification and changes in District operations in response to political, social, educational, demographic, and economic developments.

J. Trust and Agency Committee

The Trust and Agency Committee shall oversee the management and disbursement of all District trust funds. It will insure that the full Board is informed of the status of these funds, and, when required, it will elicit full Board action for the management of these funds.

All transactions regarding District Trust and Agency Funds, including checks against checking accounts shall require two (2) signatures of the group of five (5) authorized individuals. These five (5) are the duly elected offices and the superintendent of the Darlington Community School District. However, regular deposits into savings accounts and transfers from savings accounts into checking accounts maybe made by one (1) of the five (5) authorized individuals and the District bookkeeper.

K. School Improvement Committee

L. Curriculum Committee

The Program Evaluation Committee shall evaluate the effectiveness and efficiency of all instructional programs as commonly identified: 4K-6 Reading, 7-8 Science, 9-12 Math, and so on. Administrative and teacher personnel shall be at the disposal of the Committee as resource personnel.

M. School Climate Committee

The school climate committee shall oversee the collection of data via surveys, focus groups and other activities. District administration and the school board shall use this data to help in the decision making process and to formulate goals for the school district.

The school climate committee shall be appointed by the school board president and made up of a combination of school board members, district staff, parents and other community members.

Approved: January 13, 2014

DELEGATES

It is the policy of the Board of Education to maintain membership in the WASB and NASB. Attendance at State and Regional meetings is encouraged.

The Board President shall annually appoint delegates to the following:

- A. CESA 3 Delegate
- B. WASB Annual Meeting Delegate
- C. WASB Correspondent

These appointments will be made after the spring election. At the same time the board committee members are appointed.

POLICY AND POLICY REVISION

- A. The Board shall make its policies available in written form. An official Policy Book, complete and current, shall be placed in the District Office.

Policies will be available on the District website and updated accordingly.

- B. A copy of the Policy Book shall be made available at the Johnson Public Library. This book shall be updated in August of each year.
- C. Policy may be revised, added, or deleted at a regular or special meeting of the Board by a majority vote of the members. Proposed changes may be voted upon at any meeting following the presentation of the proposed change. Changes will not become effective until they are approved by a majority vote of the full Board.
- D. The implementation of any section or sections of board policy, not sanctioned by Wisconsin Statute or by prevailing legislation and law may be temporarily suspended by a majority vote of the Board at a regular or special meeting.
- E. Changes in policy may be proposed by any member of the Board, by any member of the staff, by a bonafide student organization, or by any resident of the District. The proposed change must be submitted in writing and presented to the Board by the individual or representative of the group making the proposal. When the Board has acted on the proposed change, the results shall be made known promptly to the individual or group proposing the change.

Revised: October 22, 2012

COMMUNITY SUPPORT GROUPS

RELATIONSHIPS

1. The District recognizes and welcomes support for school operations as it comes forth from parents and citizens either individually or collectively in the form of parent clubs, special interest groups, or interscholastic booster club organizations. It is the District's desire to establish and maintain a mutual assistance relationship with interested individuals and with such groups, clubs, and organizations.
2. The District feels that for the most part such relationships can run smoothly through regular channels as established by school rules and regulations and District policy. In this respect, then, established procedures regarding use of facilities, fund raising activities, and governance of student and staff activity are expected to be followed respecting support group relationships.
3. The following policy guidelines are set forth by way of clarifying certain situations and conditions within the inter-relationship of the District and support groups.
 - a. All support group organizations are expected to relate to the District within the framework of school rules and regulations and District policy.
 - b. District employees shall serve only as ex-officio members of support groups.
 - c. As ex-officio members of support groups, District employees are advised not to hold a position where they would be held accountable for the acquisition, banking, or expenditure of support group funds.
 - d. As ex-officio members of support groups, District employees should perceive their role as ambassadors of the District. As such they can serve the group by articulating school rules and regulations and District policy.
 - e. Support group fund raising activities which envision use of school facilities, District employees, District work force, or student help must receive prior approval along this line; division principal, superintendent, Board of Education.
 - f. Support group activities which envision hosting, promoting, and conducting events within the school structure and designed for student participation must receive prior approval along this line: Division principal, superintendent, Board of Education.
 - g. The District reserves the right to accept or to reject any and all offers from support groups of gifts of cash, or supplies and equipment, or offers of free labor.
4. Explanatory Note regarding the coach or teacher burden in the District-Activity-Booster Club relationship.

The purpose of this policy and related regulations is to maintain the co-curricular or the athletic program at an operational level consistent with District philosophy, rules, and regulations.

The District seeks to operate co-curricular activities and interathletics in such a way so as to guarantee all participants fair and equal treatment and full equity. The District does not discriminate.

Booster groups come into being with the idea to promote and foster the beneficial aspects of a given sport or activity.

In their enthusiasm and zealously to promote a given sport or activity, boosters may from time to time unwittingly infringe on the District's prerogatives in directing and managing interathletics co-curricular activities.

The District expects coaches and/or teachers to serve only as ex-officio members of sport or support groups. In this capacity the coach and/or teacher can relate and interpret to the group district policy, rules, and regulations. The coach and/or teacher can serve as a liaison between group, the activity, and the District.

All suggestions and requests emanating from the group should be channeled through the supervisor, head coach, activities director, principal, superintendent, and Board of Education.

It is immaterial whether the suggestion or idea emanates from a member of the group or a teacher or coach who serves as an ex-officio member of the group. The matter to be acted on and put into effect must be endorsed after going through regular channels.

Revised: September 16, 2013

SENIOR CITIZENS ATHLETIC PASSES (Adopted 10-7-91)

“Senior Citizen Golden Card” will provide free admission for School District residents age 62 and over to all home and SWAL athletic events excluding tournaments. Admission must be charged to athletic tournaments and activities which are designed to raise funds for a class or club.

The “Golden Card” is good for life; should it wear out or get lost merely contact the school office and another will be issued.

The “Golden Card” is non-transferable.

Revised: September 16, 2013

PARENT INVOLVEMENT

Rationale

It is the goal of the Darlington Community Schools to develop a strong partnership with parents. Parents and schools working together increase student achievement and develop positive attitudes about self and school.

The key factor in the home-school partnership is the relationship between the teacher and the parent. Teachers are professionals who manage a variety of instructional resources. Parents are an essential resource in the learning process of their children. Organizational support from the school board and the administration enables teachers to effectively develop the partnership.

The intent of this policy is to strengthen the partnership between home and school. Both are important to the success of the child and together can ensure that each child can and will succeed.

Policy

1. Parents will be invited to be involved in the planning, implementation, and evaluation of the Title I Schoolwide program.
 - a. A yearly meeting of parents will be held to plan and evaluate the scope and practice of the Title I Schoolwide program.
 - b. Parents will be kept informed about student participation and progress in the Title I Schoolwide program.
2. Parents will be invited to attend/participate in student activities and performances.
 - a. Parents and community will be invited to attend musical, theatrical, forensic, sporting, academic competitive events, and other programs.
 - b. Parents and grandparents will be invited to participate in Reading Week activities.
 - c. Parents, grandparents, and community members will be invited to volunteer to help provide assistance to classroom teacher.
3. Parents will be kept informed of student progress and achievement.
 - a. Parents will receive weekly communication from elementary classroom teachers.
 - b. Parents will receive quarterly newsletter communication from the district.
 - c. Parents will receive annual testing results.
 - d. Parents will receive mid-quarter progress reports from middle and high school teachers.
 - e. Parents will receive quarterly report cards.
 - f. Parents will attend at least one individual conferences with classroom teachers.
 - g. Parents and community will be kept informed via Board meetings, parent-teacher organization meetings, and newspaper reports of activities and special recognition.
 - h. Parents will be invited to participate in special academic and behavioral modification planning for students.
 - i. Parents will be kept informed of student assignments and expectations and asked to supplement and support at home.

4. Parents and community will be involved in and kept informed of school improvement activities.
 - a. Parents will be provided with grade level expectations and asked to comment on content, assessment, and format.
 - b. Parents will be involved in evaluation and revision of report cards.
 - c. Parents will be kept informed of policies relating to student promotion and graduation.
 - d. Parents and community will be invited to attend special functions including speakers related to safety, drugs and alcohol, character development, etc.
5. Accessibility at all events will be ensured.
 - a. Handicapped accessibility is insured at all buildings.
 - b. Provisions will be made for limited or non-English speaking parents.
6. The parent involvement policy will be reviewed annually by school personnel, Title I Planning Committee, parents, and district school board members.

Revised: August 6, 2012

Revised: September 16, 2013

PARENTS AND VISITORS IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board recognizes the need to establish reasonable rules governing the entry of parents and visitors into school facilities, to help ensure a safe, secure and appropriate educational environment. Accordingly, the Board of Education establishes the following rules regarding the presence of parents and visitors in school buildings and on school grounds.

Parents/Guardians

Parents and/or guardians of students enrolled in the District may be present in their child/ward's school buildings and grounds for purposes of meeting with their child/ward, meeting their child/ward's school administrators, delivery and pickup of their child/ward to and from school, and attending school activities and functions in which their child/ward is a participant. Parents otherwise present shall be deemed visitors.

Except when attending events to which the general public is invited, parents shall check in at the school office and obtain a parent/guardian's pass upon entering the school building.

Visitors

Visitors are not allowed in school buildings or on school grounds when school is in operation, school-sponsored activities are taking place, or students are present except as follows:

- persons conducting business with school administrators and their designees
- volunteer coaches for the purpose of carrying out their coaching activities
- persons present as a result of a school-sponsored event or activity to which the school has invited the general public
- officials or agents of DEA and DAP in the conduct of their duties as recognized representatives of District employees
- persons invited by the District to observe school activities and/or to present information which supplements and enhances the school's curriculum
- persons attending distance-learning and other training offered in the school building which has been pre-approved by the District
- persons attending meetings and events held in the school building which have been pre-approved by the District.

Except when attending events to which the school has invited the general public, all visitors shall check in at the school office and obtain a visitor's pass upon entering the school building or remaining on school grounds. All visitors shall return to the school office upon leaving to advise that their visit is completed and turn in their visitor pass.

Revised: September 16, 2013