

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD

Thursday, May 16, 2024 @ 4:00 pm

This meeting will be held in-person at Syble Hopp School, 755 Scheuring Road, De Pere, WI 54115

This meeting is a meeting of the Board in public for the purpose of conducting the School's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

1. Action Item: Call to Order
2. Action Item: Bylaws 0100 – DEFINITIONS First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
3. Action Item: Bylaws 0111 - NAME First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
4. Action Item: Bylaws 0112 – PURPOSE First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
5. Action Item: Bylaws 0113 – BOUNDARIES First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
6. Action Item: Bylaws 0114 – CLASSIFICATION First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
7. Action Item: Bylaws 0115 – ADDRESS First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
8. Action Item: Bylaws 0121 – AUTHORITY First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
9. Action Item: Bylaws 0122 - BOARD POWERS First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
10. Action Item: Bylaws 0123 - PHILOSOPHY OF THE BOARD First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
11. Action Item: Bylaws 0131.1 - BYLAWS AND POLICIES First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
12. Action Item: Bylaws 0132.1 - SELECTION OF DISTRICT ADMINISTRATOR First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
13. Action Item: Bylaws 0133 – JUDICIAL First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
14. Action Item: Bylaws 0141 – NUMBER First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second

reading and final approval.

15. Action Item: Bylaws 0142.1 Electoral Process First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

16. Action Item: Bylaws 0142.2 - QUALIFICATIONS First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

17. Action Item: Bylaws 0142.3 - TERM First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

18. Action Item: Bylaws 0142.5 - VACANCIES First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

19. Action Item: Bylaws 0142.6 - RECALL First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

20. Action Item: Bylaws 0142.7 - ORIENTATION First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

21. Action Item: Bylaws 0143 - AUTHORITY OF INDIVIDUAL BOARD MEMBERS First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

22. Action Item: Bylaws 0143.1 - PUBLIC EXPRESSION OF BOARD MEMBERS First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

23. Action Item: Bylaws 0143.2 - BOARD MEMBER INFORMATION REQUESTS First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

24. Action Item: Bylaws 0144.1 - COMPENSATION First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

25. Action Item: Bylaws 0144.3 - CONFLICT OF INTEREST First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

26. Action Item: Bylaws 0144.4 - INDEMNIFICATION First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

27. Action Item: Bylaws 0144.5 - BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

28. Action Item: Bylaws 0145 - BOARD MEMBER ANTI-HARASSMENT First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

29. Action Item: Bylaws 0151.1 - ANNUAL BOARD REORGANIZATION MEETING First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

30. Action Item: Bylaws 0123 - PHILOSOPHY OF THE BOARD First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

31. Action Item: Bylaws 0151.2 - REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

32. Action Item: Bylaws 0161 - PARLIAMENTARY AUTHORITY First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

33. Action Item: Bylaws 0162 - QUORUM First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

34. Action Item: Bylaws 0163 - PRESIDING OFFICER First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

35. Action Item: Bylaws 0164 - MEETINGS First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

36. Action Item: Bylaws 0166 - AGENDA First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

37. Action Item: Bylaws 0166.1 - CONSENT AGENDA First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

38. Action Item: Bylaws 0167.1 - VOTING First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

39. Action Item: Bylaws 0167.2 - CLOSED SESSION First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

40. Action Item: Bylaws 0167.3 - PUBLIC COMMENT AT BOARD MEETINGS First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

41. Action Item: Bylaws 0167.5 - USE OF ELECTRONIC MAIL First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

42. Action Item: Bylaws 0167.6 - E-MAIL - PUBLIC RECORDS First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

43. Action Item: Bylaws 0167.7 - USE OF PERSONAL COMMUNICATION DEVICES First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

44. Action Item: Bylaws 0168.1 - MEETING MINUTES First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

45. Action Item: Bylaws 0171.1 - Chairman First Reading

RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.

46. Action Item: Bylaws 0171.3 - CLERK First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
47. Action Item: Bylaws 0171.4 - TREASURER First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
48. Action Item: Bylaws 0172 - LEGAL COUNSEL First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
49. Action Item: Bylaws 0173 - INDEPENDENT FINANCIAL AUDITOR First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
50. Action Item: Bylaws 0174.1 - ANNUAL REPORT First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
51. Action Item: Bylaws 0174.3 - OTHER REPORTS First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
52. Action Item: Bylaws 0175 - ASSOCIATION MEMBERSHIPS First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
53. Action Item: Bylaws 0175.1 - SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS First Reading
RECOMMENDED MOTION: That the Board move the Policy forward for a second reading and final approval.
54. Discussion Item: Facilities
55. Adjournment
RECOMMENDED MOTION: That the May 16, 2024 Brown County Children with Disabilities Education Board meeting be adjourned.

Any person wishing to attend who, because of a disability, requires accommodation, should contact Syble Hopp School at 336-5754 twenty-four hours in advance so arrangements can be made.

0100 - DEFINITIONS

First Reading: March 21, 2024

The bylaws of the Board of this Children with Disabilities Education Board incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these **(x)** bylaws and policies () bylaws and policies, and administrative guidelines **[END OF OPTIONS]**, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Administrator

An employee who holds a position of leadership over a defined function or department of the Children with Disabilities Education Board, is employed with an administrative contract, and/or who reports directly to the Children with Disabilities Education Board Administrator.

(x) Administrators may include the following positions: **(x)** Superintendent, Children with Disabilities Education Board Administrator, **(x)** School Business Manager, **(x)** Director of Student Services, () Director of Instruction, () Instructional Program Coordinator, **(x)** Principal, () Associate/Assistant Principal, () _____. **[END OF OPTION]**

In policy, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, and among, and between, staff, students, parents, Board members and/or other stakeholders, and members of the community.

Board

Board means the County Children with Disabilities Education Board (CDEB)

The School Board **(x)** also commonly referred to as Children with Disabilities Education Board shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.).

Within these bylaws and policies, the terms Board, Children with Disabilities Education Board, and School may be used interchangeably, depending on the context of the policy.

Bylaw

Rule of the Board for its own governance.

Chairman

The chief executive officer of the Board. (See Bylaw 0171.1)

County Children with Disabilities Education Board

The Children with Disabilities Education Board is the territorial unit for school administration. CDEBs are classified as common, union high, unified, and 1st class city school districts. A joint school district is one the territory of which is not wholly in one municipality. (Chapter 115, Wis. Stats.)

Within these bylaws and policies, the terms Board and County Disability Education Board may be used interchangeably, depending on the context of the policy.

Brown County Children with Disabilities Education Board Administrator

The administrative head of the School District (**x**) sometimes locally referred to as Superintendent or County Disability Education Board Administrator **[END OF OPTION]**.

In policy, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the County Disability Education Board. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

Law Enforcement Officer(s) or Agency(ies)

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

Legal Custodian of Records

The School will designate one (1) School Records Custodian (SRC) to be the legal custodian of records for the School. The SRC shall keep and preserve the public records of the School and is granted authority to render a decision and carry out duties related to those public records. The SRC is designated in Policy 8310 - Public Records.

Legal Notice

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

May

This word is used when an action by the Board or its designee is permitted but not required.

Medical Advisor

The School is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the School emergency nursing services plan. The School may also have the medical advisor fulfill other roles. PI 8.01 (2,g)3.

Meeting

Any gathering which is attended by, or open to, all of the members of the Board held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. 19.82(2), Wis. Stats.

Parent

The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must, or may, be taken to establish and/or maintain those expectations.

Principal

The educational leader of the school.

In policy, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

Professional Staff Member

Children with Disabilities Education Board employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the School's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrative certification, but excluding the requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the School's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the Children with Disabilities Education Board Administrator/Superintendent.

Relative

The mother, father, sister, brother, spouse, domestic partner, parent, child, step-child, grandparents, grandchild, dependent, or member of the immediate household.

School Nurse

A school nurse is a registered nurse who meets the requirements of 115.001(11), Wis. Stats. A school nurse has the authority to exclude students for signs of illness.

School Official

Except if otherwise defined in policy, a school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board.

The term school official is inclusive of other parties, such as an attorney, contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g., a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks (including volunteers) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Student Records.

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Social Media

Social media are online platforms where users engage with another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of School-issued e-mail accounts. **[x]** Apps and services shall not be considered social media unless they are listed on the School's website as School-approved social media platforms/sites. **[NOTE: Selection of this option should be consistent with selection made in Policy 7544 - Use of Social Media.]**

Student

A person who is officially enrolled in a school or program of the CDEB.

(x) Superintendent

Sometimes the administrative head of the School is referred to as Superintendent, or CDEB Administrator, but has the authority of the Children with Disabilities Education Board by law. In policy, capitalization of the term Superintendent may imply delegation of responsibilities, as appropriate, to staff members.

Support Staff

Any employee who provides support to the School's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member’s presence at a meeting includes their presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

0111 - NAME

First Reading: March 21, 2024

The Board of this District Children with Disabilities Education Board shall be known officially as the Brown County Children with Disabilities Education Board.

0112 - PURPOSE

First Reading: March 21, 2024

The Board exists for the purpose of providing a programming option system of free, public education for children with intellectual and other developmental disabilities ages 3-21 receiving special education and related services from participating Brown County school districts. A school district shall be included under the county program only to the extent approved by formal action of the school board.

Wisconsin Stats. 115.817

0113 - BOUNDARIES

First Reading: March 21, 2024

The Brown County Children with Disabilities Education Board provides services to students with intellectual disabilities and autism from participating districts in Brown County. Participating districts are on file in the School office.

0114 - CLASSIFICATION

First Reading: March 21, 2024

The Brown County Children with Disabilities Education Board shall be classified as a:

(x) Children with Disabilities Education Board, CDEB

0115 - ADDRESS

First Reading: March 21, 2024

The official address of the Brown County Children with Disabilities Education Board shall be 755 Scheuring Road, De Pere, Wisconsin.

0121 - **AUTHORITY**

First Reading: March 21, 2024

The supervision of this Children with Disabilities Education Board shall be conducted by the Board which is constituted and governed by the laws of the State of Wisconsin.

Chapter 115, Wis. Stats.

0122 - **BOARD POWERS**

First Reading: March 21, 2024

The power of this Board extends to those matters expressly or implicitly granted by the constitution, statute, local charter or ordinance, or other law, including the power to do all things reasonable to promote the cause of education unless prohibited by Federal or State law.

Children with Disabilities Education Board

[x] The Board shall be a body corporate, and, as such, capable of suing and being sued, levying and collecting taxes, contracting and being contracted with, acquiring, holding, possessing and disposing of real and personal property, and taking and holding in trust for the use and benefit of the School, any grant or devise of land and any donation or bequest of money or other personal property.

The Board shall also authorize the development and promulgation of rules and guidelines by the Children with Disabilities Education Board Administrator for the proper operation and management of the School, including the feasibility of programming and supports for students, conduct of students while in school, at school functions, or en route on school buses.

0123 - **PHILOSOPHY OF THE BOARD**

First Reading: March 21, 2024

A Children with Disabilities Education Board is a legal entity for providing a special education program, including the provision of related services for children with disabilities, for school districts in Brown County. The CDEB system was created by, and is governed by State statutes. Members of a Board are chosen by the chairman of the county board.

The Board has the dual responsibility for implementing statutory requirements pertaining to a Children with Disabilities Education Board. While the Board has an obligation to determine and assess stakeholder desires, it is understood that when the board members represent them in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

- A. Establish policies and make decisions on the basis of declared educational philosophy and goals.
- B. The board shall have charge of all matters pertaining to the organization, equipment, operation and maintenance of such programs and may do all things necessary to perform its functions, including the authority to erect buildings subject to county board approval and employ teachers and other personnel.
- C. The board shall prepare an annual budget, which shall be subject to approval of the county board under s. 65.90 unless a resolution is adopted under sub. (9) (c), and shall include funds for the hiring of staff, the purchase of materials, supplies and equipment and the operation and maintenance of buildings or classrooms.

Wis. Stats. 115.817

0131.1 - BYLAWS AND POLICIES**First Reading: March 21, 2024**

The Board shall adopt bylaws and policies for the organization and operation of this Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute. In the event of any conflict between these bylaws and policies and any applicable law or regulation, including temporary emergency orders or mandates, the legal authority shall prevail.

Those bylaws and policies which are not dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board, **[x]** provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected.

[x] When compelling reasons exist for an immediate revision, the Board may adopt, amend, or suspend any bylaw or policy, provided the amendment, adoption, or suspension does not conflict with law. **[x]** Any such emergency resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form at that subsequent meeting.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

[x]- The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be included in the Board policy manual.

Technical Corrections

[x] The CDEB Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The CDEB-Administrator shall inform the Board of any such changes no later than the next regular Board meeting in an administrative report.

0132.1 - SELECTION OF DISTRICT ADMINISTRATOR**First Reading: March 21, 2024**

The Board shall exercise its executive power in part by employing a Children with Disabilities Education Board Administrator who shall enforce the statutes of the State of Wisconsin, rules of the Department of Public Instruction, and the policies of this Board.

First Reading: March 21, 2024**0133 - JUDICIAL**

The Board assumes jurisdiction over any dispute or controversy arising within this Children with Disabilities Education Board and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

First Reading: March 21, 2024**0141 - NUMBER**

The Board shall consist of seven (7) members. An eighth non-voting member may be a county board liaison officer.

First Reading: March 21, 2024

0142.1 Electoral Process

Organization

The Board is organized and operated under the Statutes of Wisconsin 115.817 and under its own adopted policies.

The board shall consist of 3 or more persons, as determined by the county board of supervisors, appointed by the chairperson of the county board, as the rules of the county board direct. Board members shall be electors selected from that part of the county participating in the program and shall be representative of the area the board serves. The board may include school board members, members of the county board of supervisors and other electors.

First Reading: March 21, 2024

0142.2 - QUALIFICATIONS

Board members shall be electors selected from the county participating in the program and shall be representative of the area the board serves. The board may include school board members, members of the county board of supervisors and other electors.

First Reading: March 21, 2024

0142.3 - TERM

The term of each Board member shall be three (3) years from the time the County Executive appoints the member.

First Reading: March 21, 2024

0142.5 - VACANCIES

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent or the incumbent's being found mentally incompetent by the proper court;
- B. the incumbent's resignation;
- C. the incumbent's removal from office;
- D. the incumbent's conviction of a felony or imprisonment for one (1) or more years;
- E. the incumbent's appointment being declared void by a competent tribunal;
- F. the incumbent's ceasing to possess the legal qualifications for holding office;
- G. the incumbent moving his/her residence out of the County.

A vacancy shall be filled by the remaining members of the Board in accordance with 17.26, Wis. Stats.

Filling a Board Vacancy

The vacancy shall be filled by the Board using the following procedure: Appointment by the Brown County Executive and confirmed by the Brown County Board of Supervisors.

First Reading: March 21, 2024

0142.6 - RECALL

Any member of the board may be recalled pursuant to Chapter 9.10, Wis. Stats.

First Reading: March 21, 2024

0142.7 - ORIENTATION

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the Children with Disabilities Education Board, and learn Board procedures. Accordingly, the Board shall give to each new Board member

(x) no later than his/her first regular meeting as a Board member

for his/her use and possession during the term on the Board the following items:

- A. (x) access to the Board policy manual
- B. (x) a copy of each current employee handbook(s)
- C. (x) the current budget statement and related fiscal materials
- D. (x) District Administrator's contract, evaluation process/forms, and other pertinent employment documents

[x] Each new Board member shall be invited to meet with

(x) the Board Chairman

(x) the Children with Disabilities Education Board Administrator

to discuss Board functions, policies, and procedures.

First Reading: March 21, 2024

0143 - AUTHORITY OF INDIVIDUAL BOARD MEMBERS

Individual members of the Board do not possess the powers that reside in the Board itself. The Board speaks through its actions set forth through motions, resolutions, and other official actions taken at Board meetings and officially noted in the minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law.

No member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

First Reading: March 21, 2024

0143.1 - PUBLIC EXPRESSION OF BOARD MEMBERS

The Board Chairman functions as the official spokesperson for the Board. (x) (see Bylaw 0144.5 - Board Member Behavior and Code of Conduct)

From time-to-time, however, individual Board members make public statements, or statements to individuals, on school matters:

- A. to local media;
- B. on social media;
- C. to members of the community;
- D. to local officials and/or State officials.

Sometimes the public statements, or statements to individuals, by Board members imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents may cause issues for the member, the Board, as well as the School. Therefore, Board members should, when writing or speaking on school matters on social media, to the media, members of the community, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

- A. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
- B. routine, not for publication, correspondence of the Children with Disabilities Education Board Administrator and other Board employees
- C. routine "thank you" letters of the Board
- D. statements by Board members on non-school matters (providing the statements do not identify the author as a member of the Board)
- E. personal statements not intended for publication

First Reading: March 21, 2024

0143.2 - BOARD MEMBER INFORMATION REQUESTS

It is important for the Board members to be informed about the operation of the School. The administrative team will provide information to keep Board members informed of School operations. As a general rule, information will be distributed to the entire Board.

In order to provide individual Board members with information they request in an effective and efficient manner, the following procedures will be used:

- A. Individual Board members possess all the rights granted to them as citizens of the community, including access to public records. Requests by individual Board members for documents which would be exempt from disclosure to the general public will be presented to the Board for review. The Board will review the request and make a determination as to whether or not the documents will be released to the Board member, consistent with State law.
- B. When a Board member(s) would like the administration to compile information which will require lengthy research and investigation, the request should be submitted to the District Administrator, who will distribute copies to the Board. The request(s) will be reviewed at the next meeting, if possible, by the Board and CDEB Administrator to clarify the request and determine in the context of other priorities if and when the administrative staff should respond to it. The requests, discussion of them, and action indicated will become part of the record of the Board through the meeting minutes for follow-up and subsequent reference.
- C. The CDEB Administrator will discuss with the Board Chairman the validity of any requests as deemed necessary. In making requests for information, data, etc., Board members will make all such requests through Board action unless the request meets the criteria given below:
 1. Individual Board members may request and obtain statistics and reports, etc., that are readily available. All such requests will be submitted to the CDEB Administrator who will have his/her staff gather the information or material.
 - a. Individual Board members may use materials obtained to compile or organize data or statistics to meet their needs.
 - b. Individual Board members may request that materials obtained be disseminated to all Board members.

2. Board members or committees who request statistics and reports which require substantial investment of time by the administration to fulfill will prepare the request in writing and submit them to the CDEB Administrator, who will distribute copies to the Board. The requests will be reviewed at the next meeting, if possible, by the Board and CDEB Administrator to clarify the request and determine in the context of other priorities if and when the administrative staff should respond to it. The requests, discussion of them, and action indicated will become part of the record of the Board through the meeting minutes for follow-up and subsequent references.
3. Release of documents to individual Board members will comply with applicable State laws.
4. The CDEB Administrator will discuss with the Board Chairman the number of requests and legality of requests. The Board may impose limitations on volume, scope, and timing of information requests (other than public records requests) by Board members.

First Reading: March 21, 2024

0144.1 - COMPENSATION

Board members shall receive an annual salary of ten dollars (\$10.00) for each Board meeting the member attended unless the member has provided timely annual notice of refusal to accept the salary.

First Reading: March 21, 2024

0144.3 - CONFLICT OF INTEREST

Board members shall perform their official duties in an ethical manner and free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

- A. no Board member shall use their position as a Board member to obtain financial gain or anything of substantial value for themselves, immediate family as defined in 19.42(7), Wis. Stats., or any organization with which the Board member is associated;
- B. no Board member shall accept any offer of anything of value from a person either directly or indirectly, nor shall solicit or accept anything of value, if it could be reasonably expected to influence the Board member's actions;
- C. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with the Board member's duties and responsibilities in the school system and as a public officer;
- D. when a member of the Board determines that the possibility of such a personal or financial interest conflict exists, the Board member should, prior to the matter being considered, disclose their interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon. In the event that the potential conflict involves a program or activity in whole or in part financed through Federal grant funds, the potential conflict of interest must be disclosed to the Federal granting agency consistent with the requirements of the particular granting agency;
- E. Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in a contract with the Children with Disabilities Education Board in an amount that exceeds \$15,000 annually or by participating in making or performing some function as a Board member with respect to a contract in which the Board member has a private pecuniary interest, unless statutory exceptions apply;
- F. no member of the Board shall hold a paid position within the School District, regardless of the type or level of position or manner of pay. (x) However, a Board member may serve as a volunteer coach or supervisor of an

extracurricular activity or bus driver if the provision of 120.20, Wis. Stats., (x) Policy 8120 - Volunteers, and this policy are satisfied.

First Reading: March 21, 2024

0144.4 - INDEMNIFICATION

After consultation with appropriate legal counsel, the Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member or employee to the extent allowed under the law.

First Reading: March 21, 2024

0144.5 - BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. Board members serve as a member of the School's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School, for protecting the interests of the School as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the School's students. Conduct by Board members that compromises the legal position of the School should be avoided.

Any authority delegated to the Board Chairman in this policy is automatically vested in the Acting Chairman of the Board in the event that either the Board Chairman is unavailable or the Board Chairman is the Board member accused of violating this policy.

General Expectations of All Board Members

- A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- C. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).
- D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the School.
- E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the County Children with Disabilities Education Board is the responsibility of the Administrator.
- F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- G. Treat others with respect and dignity at all times, and maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- H. At all times conduct themselves in the best interest of the School, including avoiding implicating the School in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the Children with Disabilities Education Board .
- I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.

- J. Render all decisions based on the available facts and independent judgment.
- K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
- L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the School to the Children with Disabilities Education Board Administrator.
- M. Communicate to other Board members and the Administrator expressions of public reaction to Board policies and school programs.
- N. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards, the Consortium of State School Board Associations, and the National School Boards Association.
- O. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- P. Refrain from using their Board positions for personal partisan gain.
- Q. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- R. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
- S. No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the School unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or School business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board Chairman or in the Chairman's absence, a nominee. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or School business, but not as an officially designated spokesperson of the Board. The Board member must specify that any statement is not sponsored by the Children with Disabilities Education Board and is a personal viewpoint.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or School policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board Chairman is authorized to communicate such requests to the pertinent Board member.

The Board Chairman is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether the member of the Board is speaking as an individual Board member. The Chairman's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

Board Member Interaction with Staff

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all School staff, this responsibility is appropriate for special reference. Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy.

Board members' access to and request for School records and information is governed by Board Bylaw 0143.2 - Board Member Information Requests.

Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School. Each Board member is an elected official responsible for preserving all public records the Board member creates, and to comply with requests to inspect such records. The School has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the School.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310 - Public Records).

Board members are expected to maintain and protect the privacy of School records, including student records, and communications received in closed session meetings of the Board.

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board Chairman or, if the Board Chairman is the member accused of violating this policy, to Board designee.

The Chairman or designee shall review the complaint and determine whether the officer can investigate the matter or if the Chairman or designee needs to contact the School's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

- A. Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board.
- B. Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155 - Committees.
- C. Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.
- D. Referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office.
- E. Referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct.
- F. Other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

First Reading: March 21, 2024

0145 - BOARD MEMBER ANTI-HARASSMENT

The Board is committed to an environment that is free of harassment. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information,

handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the School's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Classes"), and encourages those within the School community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

The harassment of a School staff member, student () or another Board member by a member of the Board is strictly forbidden. Any member who is found to have harassed a member of the staff, a student or another Board member, will be subject to discipline by the Board and may be reported to law enforcement authorities.

The Board believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the School and intolerable in an environment in which students and staff members of this School function.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation. (See also Policy 1422 - Nondiscrimination and Equal Employment Opportunity, Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, Policy 3122 - Nondiscrimination and Equal Employment Opportunity, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity)

Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct based on sex or one of the other Protected Classes referenced above, is such that a reasonable person under the same circumstances as the person/employee would consider the conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment. (See also Policy 3362.01/Policy 4362.01 - Threatening Behavior Toward Staff Members).

First Reading: March 21, 2024

0151.1 - ANNUAL BOARD REORGANIZATION MEETING

The Board shall hold an annual reorganization meeting on or within thirty (30) days after the fourth Monday in April. The meeting shall be called to order by

(x) CDEB Administrator

who shall serve as presiding officer until the election of the Board Chairman.

The board annually shall select one member as chairperson and one as secretary. The CDEB Business Manager shall serve as board treasurer but shall not be a member of the board.

First Reading: March 21, 2024

0151.2 - REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM

In accordance with 120.12(13), Wis. Stats., at the first Board meeting in July, the Board shall include an item on the agenda to approve a notice that clearly identifies the student academic standards under 118.30(1g)(a)1, Wis. Stats. that will be in effect for that school year.

First Reading: March 21, 2024

0161 - PARLIAMENTARY AUTHORITY

[DRAFTING NOTE: It is recommended that the Board select the second option below because selection of option one requires the appointment of a standing parliamentarian for every meeting. Whereas, by selecting the second option, the Board avoids the required appointment of a standing parliamentarian for every meeting as allowed pursuant to Section 49 "Procedure in Small Boards" of Robert's Rules of Order, Newly Revised]

The parliamentary procedure governing the Board, for the orderly conduct of meetings, shall be

OPTION 2

Robert's Rules of Order, Newly Revised as defined in Chapter XVI, "Boards and Committees" (including such procedural flexibility allowed in Section 49 of Robert's: "Procedure in Small Boards")

in all cases in which it is not inconsistent with statute, administrative code, or these bylaws.

When appropriate, the Board President shall appoint the parliamentarian who shall decide any challenges to parliamentary procedure. The parliamentarian need not be a Board member.

Any failure to comply with the above procedural protocols will not affect the validity of any substantive action taken by the Board within its legal authority.

Upon request, each Board member shall be provided with a copy of the rules of order specified in this bylaw.

First Reading: March 21, 2024

0162 - QUORUM

Four(4) [Majority of the full Board] members present at a meeting shall constitute a quorum when no Board vacancies exist; whenever the Board has one (1) or more vacancies, the quorum during that time shall be a majority of the members on the Board. No Board business shall be conducted in the absence of a quorum.

Two (2) forms of a quorum should be avoided:

"Negative Quorum" – A gathering of less than one-half (1/2) of the members of the Board may be a meeting if that group possesses the power to defeat action taken by the Board of Education.

"Walking Quorum" – Less than one-half (1/2) of the members of the Board gathered together may constitute a meeting if it is one (1) of a series of meetings through which agreement on an issue is reached. A series of e-mail messages, phone calls, or other communications between Board members could be a "meeting" or "walking quorum" because, while the Board members have not physically convened, they can effectively communicate and exercise the authority otherwise vested in the Board.

First Reading: March 21, 2024

0163 - PRESIDING OFFICER

The Chairman shall preside at all meetings of the Board. In the absence, disability, or disqualification of the Chairman, an appointed Board designee shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

First Reading: March 21, 2024

0164 - MEETINGS

Regular Meetings

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

Change of Regular Meetings

If the Board adopts a resolution changing the date, time, or place of a regularly scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted at such places as the Board may determine. Meeting notices of scheduled Board meetings shall be posted in accordance with State law. (See also Policy 0166 - Agenda)

Special Meetings

A special meeting of the Board shall be held upon the written request of any Board member provided there is compliance with the following notice provisions and State law.

The School Clerk or, in the School Clerk's absence, the Chairman shall fix a reasonable date, time, and place for the meeting. The School Clerk or, in the School Clerk's absence, the Chairman shall notify each Board member of the date, time, and place of the meeting, in a manner likely to give the Board member notice of the meeting, at least twenty-four (24) hours before the meeting. If the School Clerk or, in the School Clerk's absence, the Chairman determines that providing notice at least twenty-four (24) hours before a special Board meeting is, for good cause, shown by the School Clerk or Chairman, impossible or impractical, the School Clerk or Chairman may notify each Board member of the date, time, and place of the meeting less than twenty-four (24) hours, but not less than two (2) hours, before the meeting. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the District office and such other places as the Board may determine unless, for good cause, such notice is impossible or impracticable, but in no case may the notice be less than two (2) hours in advance of the meeting.

A special meeting may be held without prior notice if all Board members are present and consent, or if each member consents in writing even if the Board member does not attend, provided appropriate notice is provided as defined under Chapter 19.

The CDEB Administrator and those administrators directed by the CDEB Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

Notice of Meetings

Public notice of all Board meetings, shall be given pursuant to statute. In addition, such notice shall be made public in at least one (1) of the following ways:

- A. posting the notice in at least three (3) public places likely to give notice to persons affected;
- B. posting the notice in at least one (1) public place likely to give notice to persons affected and on the governmental body's website; or
- C. by paid publication in a news medium likely to give notice to persons affected.

The notice shall list the date, time, place, and subject matter of each regularly scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. To assure that notice of a meeting is specific enough to apprise the public of the purpose of the meeting, the following factors shall be considered: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and (3) whether the meeting will involve routine or novel issues. The notice shall contain the name and address of the School and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impossible or impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

(x-) The notice shall also contain the following statement:

Any person wishing to attend who, because of their disability requires special accommodation, should contact Syble Hopp School at 336-5754 twenty four (24) hours in advance, the School shall make reasonable accommodation.

Cancellation of Meetings

If a regularly scheduled and legally noticed meeting needs to be canceled (e.g., inclement weather, electrical outage, broken water pipe, lack of quorum, etc.), the Board Chairman or designee shall have the authority to cancel or reschedule the meeting. To the extent practical, a notice of cancellation should be provided, similar to the notice of the meeting.

Virtual Participation in Meetings

[x] Unless otherwise determined by the Board or due to an order by an authorized authority preventing in-person attendance at a meeting, Board members are expected to attend meetings in person at the location set by the Board for the meeting. A Board member may attend virtually in instances where a member is unable to attend in person due to a scheduled absence from the District or due to a physical restriction preventing attendance. The Board member is responsible for making advance arrangements with the CDEB administration to facilitate participation in the meeting.

Any Board member attending a meeting remotely may vote in accordance with Bylaw 0167.1 – Voting.

Board members are not provided with technology to facilitate remote Board attendance unless the Board authorizes such expenditure.

Any Board member attending a meeting or who intended to attend a meeting remotely but is unable to attend or unable to maintain attendance due to technological complications, such as a poor connection or other equipment failures, will be considered absent for all or part of the meeting. The meeting may continue in the member's absence provided that a quorum is still present.

First Reading: March 21, 2024

0166 - AGENDA

The Children with Disabilities Education Board Administrator shall prepare and make available, mail, or deliver to each Board member an agenda prior to each regular meeting and each special meeting unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board Chairman. The level of specificity of the description of subject matter for discussion shall be determined considering the following: 1) the time and effort required to provide detailed notice; 2) the level of public interest in the particular subject; and, 3) whether the meeting will involve routine or novel issues.

(x) Each agenda shall contain the following statement:

"This meeting is a meeting of the Board in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda."

The agenda for each regular meeting shall be mailed or delivered, electronically or in person, to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and supporting materials should be available, mailed, or delivered no later than seven (7) days prior to the meeting or delivered so as to provide time for the study of the agenda by Board members. The agenda and supporting materials for a special meeting shall be delivered at least two (2) hours before the meeting.

The Board shall transact business according to the agenda prepared by the District Administrator and provided to all Board members in advance of the meeting. The order of business may be altered at any meeting by a majority vote of the members present.

If the Board wishes to discuss items that were not posted at least twenty-four (24) hours prior to the meeting, the Board must: 1) post a separate notice of the item(s) no less than two (2) hours prior to the meeting; and 2) show good cause why posting the item at least twenty-four (24) hours prior to the meeting was impossible or impractical.

First Reading: March 21, 2024

0166.1 - CONSENT AGENDA

The Board shall use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board:

- A. minutes of prior meetings
- B. bills for payment
- C. hiring of personnel
- D. resolutions that require annual adoption, such as bank signatories, Wisconsin High School Athletic Association membership, etc.
- E. resignations and leaves
- F. _____

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the District Administrator or any Board member thinks the item requires further discussion.

First Reading: March 21, 2024

0167.1 - VOTING

All regular and special meetings of the Board shall be conducted in public. No act shall be valid unless otherwise required by law or Board bylaw consistent with law, and a proper record made of the vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

The Board's meetings shall normally be held at a location within the School boundaries at a location that may accommodate public attendance. However, the Board authorizes the Board Chairman to determine in certain circumstances that it is necessary or appropriate to hold a regular or special Board meeting by means of remote or virtual participation in the event that emergency circumstances justify such action. The Board Chairmanshall cause such meetings to be noticed accordingly and assure that such notice contains explicit instructions concerning the method or methods of remote public access to the Board meeting and may include remote Board member participation in such meetings. Any meeting held under this provision may include voting as any other Board meeting may and such votes shall not be invalid because of the remote or virtual nature of the meeting.

The Board President will assure that consideration is given to providing the broadest scope of public access to the meeting where no central location for the meeting at which the public may gather is provided. This may include multiple different technology options so that the lack of technology access for members of the public does not prevent the ability to attend. The Board president shall conduct the meeting so as to facilitate public understanding of the proceedings, including requiring members to identify themselves before speaking, and limiting instances of multiple members speaking at the same time to the extent possible.

Any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

All actions requiring a vote

() shall be conducted by roll call

(x) may be conducted by voice, a show of hands, or roll call

provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

First Reading: March 21, 2024

0167.2 - CLOSED SESSION

The Board may meet in a closed session, one closed to the public, for specified purposes.

Each closed session requires a majority roll-call vote of the Board and may be held to:

- A. deliberate a case which was the subject of any hearing before the Board; (19.85(1)(a))
- B. consider dismissal, demotion, licensing, or discipline of any Board employee or person licensed by the Board, or the investigation of charges against such person, and the taking of formal action on any such matter, provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken; (19.85(1)(b))

The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session.
- C. consider the employment, promotion, compensation, or performance evaluation data of any employee; (19.85[1, c])
- D. considering the strategy for crime detection or prevention; (19.85[1, d])
- E. deliberate or negotiate the purchase of public properties, the investment of District funds, or the conduct of other Board business whenever competitive or bargaining reasons require a closed session; (19.85[(1, e)])
- F. consider financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; (19.85[1, f])
- G. confer with the Board's legal counsel who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved; (19.85[1, g])
- H. consider requests for confidential, written advice from the ethics board under 19.46(2), Wis. Stats., or from any county or municipal ethics board under 19.59(5), Wis. Stats. (19.85[1, h])

The presiding officer shall announce the nature of the closed session and the specific section of the law that allows for the closed session.

No other business other than that stated in the public notice may be conducted at a closed session. The Board may not reconvene its regular or special meeting after a closed session, within twelve (12) hours, unless public notice of the reconvened meeting was part of the public notice of its regular or special meeting.

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose to anyone the content of discussions that take place during such sessions.

Recording of Closed Sessions

Other than expulsion hearings, closed sessions of the Board will not be recorded, filmed or photographed without prior approval of the Board. Any such recording, film or photograph must be maintained in accordance with Policy 8310 – Public Records and Policy 8330 – Student Records.

First Reading: March 21, 2024

0167.3 - PUBLIC COMMENT AT BOARD MEETINGS

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Agenda Item

Any person or group who would like to have an item put on the agenda shall submit their request to the District Administrator no later than ten (10) business days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the recommendation of the District CDEB Administrator and the approval of the Board Chairman.

Public Comment Section of the Meeting

To permit fair and orderly public expression, the Board may provide a period for public comment at any regular meeting of the Board and publish rules to govern such comment in Board meetings.

The presiding officer of each Board meeting at which public comment is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public comment shall be permitted
 - as indicated on the order of business.
 - before the Board takes official action on any issue of substance.
 - at the discretion of the presiding officer.
- B. Anyone having a legitimate interest in the actions of the Board may comment during the public portion of a meeting.
- C. Attendees must register their intention to comment in the public portion of the meeting upon their arrival at the meeting.
- D. Participants must be recognized by the presiding officer
 - and will be requested to preface their comments by an announcement of their name;
 - address;

(x) group affiliation, if and when appropriate.

- E. (x) Each statement made by a participant shall be limited to three (3) minutes duration.
- F. (x) No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- G. (x) Participants shall direct all comments to the Board and not to staff or other participants.
- H. (x) Participants shall address only topics within the legitimate jurisdiction of the Board.
- I. (x) All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- J. (x) The presiding officer may:
1. (x) interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 2. (x) request any individual to leave the meeting when that person does not observe reasonable decorum;
 3. (x) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 4. (x) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 5. (x) waive these rules.
- (x) with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- K. (x) The portion of the meeting during which the comment of the public is invited shall be limited to fifteen minutes, unless extended by a vote of the Board.
- L. (x) The Board may authorize administration to arrange for the recording, filming, photographing, broadcasting, or live streaming of open sessions of Board meetings.
Recording, filming, or photographing the Board's open meetings by Third Parties is permitted pursuant to 19.90, Wis. Stat.

Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review the possible placement of the equipment, and must agree to abide by the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

First Reading: March 21, 2024

0167.5 - USE OF ELECTRONIC MAIL

E-mail is a form of communication that could conflict with the Open Meetings law and must be preserved for production in the context of a public records request. Board members are strongly discouraged from communicating regarding Board business with other Board members, School administrators, school staff or members of the community via electronic mail.

If a Board member does utilize electronic mail, it may be used only for the purposes of communicating:

- A. (x) messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;
- B. (x) possible agenda items between the Children with Disabilities Education Board Administrator and the Board Chairman;
- C. (x) times, dates, and places of regular or special Board meetings;
- D. (x) a Board meeting agenda or public record information concerning items on the agenda;
- E. (x) requests for public record information from a member of the administration, school staff, or community pertaining to School operations;

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

First Reading: March 21, 2024

0167.6 - E-MAIL - PUBLIC RECORDS

There should be no expectation of privacy for any messages sent by e-mail. All e-mail sent or received by any member of the Board in the course of conducting the business of the Board, including e-mail addresses not supplied by the School, shall be provided to the School's Records Custodian-or the Children with Disabilities Education Board Administrator for preservation. Such records may be subject to disclosure under the Public Records law.

Board members shall utilize e-mail communication only as described in Bylaw 0167.5.

Each Board member as an elected official is independently required by law to comply with public records requests for e-mail communications sent or received on the Board member's personal e-mail account, which involves District business.

First Reading: March 21, 2024

0167.7 - USE OF PERSONAL COMMUNICATION DEVICES

When performing their duties as a Board member, regardless of whether they are using personally-owned or Board-owned personal communication devices (PCDs), Board members use of PCDs shall be in accordance with the following policies (x) and administrative guideline:

Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices

- A. Policy 7542 - Access to School Technology Resources from Personally-Owned Personal Communication Devices
- B. (x) Policy 7530.01 - Cell Phone Allowance
- C. (x) Policy 7530.01 - Board-Owned Personal Communication Devices
- D. Policy 7540.04 – Staff Technology Acceptable Use and Safety
- E. (x) AG 7540.04 – Staff Technology Acceptable Use and Safety

For purposes of this Bylaw, PCDs shall be defined as set forth in Board Bylaw 0100 - Definitions.

First Reading: March 21, 2024**0168.1 - MEETING MINUTES**

The Clerk, or a temporary clerk appointed by the presiding officer, shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed

(x) by the Clerk; or

(x) by a person designated by the presiding officer

which should ordinarily occur at the next regular meeting. The minutes shall include all votes taken at the meeting.

Proceedings of each meeting shall be published within forty-five (45) days of the meeting. The notice shall also contain a listing of receipts and expenditures in the aggregate. There will also be a detailed record of all receipts and expenditures available for inspection at each regular Board meeting and upon written request.

The minutes shall be available for inspection at the Children with Disabilities Education Board Administrator's office and shall be available electronically.

The official minutes shall be bound together by years and kept in the office of the Board.

The minutes shall show only date, time, place, Board members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called and a briefing of the reports presented by the School administrators or designee(s)

First Reading: March 21, 2024**0171.1 - Chairman**

The Chairman of the Board shall:

- A. act as chairperson at meetings of the Board and ensure that minutes of meetings are properly recorded, approved, and signed;
- B. countersign all checks, share drafts, or other drafts for disbursement of School funds;
- C. defend on behalf of the Children with Disabilities Education Board all actions brought against it;
- D. prosecute, when authorized by (x) an annual meeting of the School or by the Board, actions brought by the School and an action for the recovery of any forfeiture incurred under Chapters 115 to 121, Wis. Stats. in which the Children with Disabilities Education Board has an interest; and
- E. perform other duties appropriate to the office of the Chairman under 120.15, Wis. Stats.

First Reading: March 21, 2024**0171.3 - CLERK**

The Clerk of the Board shall:

- A. act as clerk and record the proceedings of all meetings of the Board;
- B. enter the proceedings of the Board in proper record books;
- C. enter in the record book copies of all Clerk's reports sent to municipal clerks;
- D. draw and record orders on the Treasurer as directed by the Board;
- E. be the chief election officer of the School with authority to report the name and post-office address of each Board member, within ten (10) days after his/her election or appointment, to the clerk and treasurer;
- F. perform other duties as prescribed by law or the Board.

First Reading: March 21, 2024**0171.4 - TREASURER**

The Treasurer of the Board shall:

- A. apply for, receive, and sue for all money appropriated to or collected for the CDEB and disburse the same in accordance with law;
- B. enter in the account books all money received and disbursed and specify the source of the funds and the person to whom funds were paid and the object of the payment;
- C. immediately upon receipt, deposit CDEB funds in the name in a public depository designated by the Board;
- D. present at the annual meeting a written statement of all money received and dispersed by the CDEB in the preceding year;
- E. perform other duties prescribed by statute or by the Board.

First Reading: March 21, 2024**0172 - LEGAL COUNSEL**

The Board may employ or retain an attorney or attorneys to represent the School or Board in actions brought for or against the Children with Disabilities Education Board and to render other legal services for the welfare of the School.

Authority to contact such counsel for legal advice or assistance on behalf of the Children with Disabilities Education Board shall normally be that of the Board Chairman or Children with Disabilities Education Board Administrator unless otherwise specified by the Board.

First Reading: March 21, 2024**0173 - INDEPENDENT FINANCIAL AUDITOR**

At the close of each fiscal year, the board shall employ a certified public accountant licensed or certified under ch. 442 to audit the Children with Disabilities Education Board accounts and certify the audit. The cost of the audit shall be paid from Board funds.

The independent auditor shall:

- A. examine the balance sheet of the District at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;
- B. conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary for the circumstances;
- C. render an opinion of the financial statements prepared at the close of the fiscal year;
- D. make such recommendations to the Board of Education concerning its accounting records, procedures, and related activities as may appear necessary or desirable;
- E. perform such other related services as may be requested by the Board.

First Reading: March 21, 2024**0174.1 - ANNUAL REPORT**

The Board Clerk shall file with the Department of Public Instruction (publish) an annual CDEB report by September 1st in the format prescribed by the Department of Public Instruction as required by law.

First Reading: March 21, 2024

0174.3 - OTHER REPORTS

In addition, the Board shall publish other reports it deems necessary to keep the community and government authorities adequately informed about the operation of the CDEB.

First Reading: March 21, 2024

0175 - ASSOCIATION MEMBERSHIPS

The Board may maintain membership in the (**x**) National School Boards Association (**x**) Wisconsin Association of School Boards and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Children with Disabilities Education Board Administrator and Board find to be of benefit to members and School personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

First Reading: March 21, 2024

0175.1 - SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS

The Board recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

With prior approval from the Board Chairman, attendance at local, County, and State workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at the expense of the Children with Disabilities Education Board.

Travel and personal expenses of a spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the Children with Disabilities Education Board within budgetary limits.

The Chairman of the Board will regularly receive a record of Board member attendance at conferences.

