

## **PURPOSE AND ROLE OF THE BOARD OF EDUCATION AND BOARD BYLAWS**

### **PURPOSE AND ROLE OF THE BOARD**

The Pulaski Community School District Board of Education exists as a legal entity of the Wisconsin legislature. The powers and duties of the Board are specified in Wisconsin State Statutes, Chapters 118 and 120, and the performance of these duties is compulsory.

The Board of Education, when assembled in a duly called meeting, is the governing body of the Pulaski Community School District.

The Board of Education will work to ensure that the district develops and delivers the best educational programs possible that reflect the district's philosophy while remaining cognizant of the financial resources of the district.

### **Individual Board Member Authority**

Individual members of the Board, including Board officers, shall have authority only when acting as a Board legally in session, except where an individual member has specific statutory obligations as a Board officer or is acting under the express direction of the Board. The Board shall not be bound in any way by any statement or action on the part of an individual member except when such statement or action is pursuant of specific instructions from the Board.

Individual Board members, including Board officers, have no individual authority to:

1. Resolve complaints from staff, students, family, or community members. Individual Board members may listen to constituents, but shall refer all complaints to the appropriate staff and advise constituents to follow the proper chain of command as established by Board policy and procedure.
2. Demand the compilation or provision of information or data from any district employee. However, requests for information made by an individual Board member may be fulfilled at the discretion of the district administrator. If such requests are fulfilled, the requested information shall be distributed to all Board members simultaneously.
3. Command the services of any district employee.
4. Exercise any administrative responsibility or oversight of schools or staff.
5. Act alone against the express direction of the Board.

### **BOARD OF EDUCATION BYLAWS**

Inasmuch as the organization, management, supervision and control of the school district are vested in the Board of Education by law, the Board will establish and maintain Bylaws,

amending them as needed, to guide its internal operation. The Board establishes and maintains these Bylaws, based on the district's philosophy, with the goal of providing the highest possible quality of education for district students, while remaining fiscally responsible to the district's taxpayers.

The Board of Education believes that bylaw statements about its own operations as included in this chapter serve the following purposes:

1. To guide the Board and acquaint district residents, employees, students, and other interested parties with the role and purpose of the Board of Education as defined by law, by the Department of Public Instruction, and by the Board's own intent.
2. To define the opportunities that the Board enjoys, and the constraints which it accepts, in serving the needs of the students and taxpayers of the Pulaski Community School District.
3. To provide cohesion and continuity for the district as Board membership and district administration change.
4. To encourage thoughtful and considerate support from residents, employees, and students for the often complex challenges the Board faces.

## **FORMULATION OF BYLAWS**

The Board's Bylaws are rules designed to organize and control its internal operations. Board bylaws are set by statute, or formulated and adopted by the Board itself, in harmony with the intent and specifics of statutes.

In its deliberations leading to the establishment, amendment, or revision of its Bylaws, the Board's central concern will be increased efficiency and effectiveness in carrying out its legally mandated tasks.

All board members will be afforded the right to be informed of and to participate fully in the discussion of each proposed new, amended, or revised Bylaw.

All Bylaws of the Board of Education will be presented in writing to the entire Board for their consideration. All changes in the Bylaws of the Board of Education will be a part of the agenda of a regular board meeting, unless an emergency situation dictates that the bylaw be considered at a special meeting. A two-thirds vote of the members in attendance at the meeting will be necessary to adopt, revise, amend or delete a bylaw of the Board of Education.

## **BYLAWS**

### **1. METHODS OF OPERATION**

Board members, individually and collectively, act as representatives of the residents of the school district in maintaining and promoting schools. Through various means for listening, discussing, and weighing education-related issues among themselves, school employees, students, parents, and other residents, they seek to move toward decisions and actions which will best serve the educational needs of students in the light of available resources and the often conflicting needs and demands of all interested individuals and groups.

The only mechanism for official action by Board members is a duly called and legally conducted

meeting as defined by law and the Board's Policies and Bylaws. Consequently, preparation for, conduct of, and action following board meetings become matters of crucial concern for the welfare of our schools.

The primary focus of Board meetings must be threefold:

1. Provide adequate opportunities for discussion and deliberation among all Board members to enable the Board to arrive at sound decisions.
2. Decision-making, primarily in the light of Board-adopted policies, with responsibility for administrative procedures and action delegated to the District Administrator and other employees.
3. Exercise leadership by monitoring results via reports of process and product, and providing clear direction to the District Administrator and other employees.

## **2. FORMULATION OF POLICY**

### **Philosophy of Policy Formulation**

The Pulaski Community School District Board of Education, representing the people of the District, recognizes its responsibility as the governing body that determines all questions of general policy to be employed in the operation of the public schools. The Board therefore sets the following procedures in the formulation of District Policy and Administrative Procedures.

### **Goals**

1. To ensure that policies and procedures are consistent with the philosophy, goals, and vision of the school district; other district policies and procedures; and all applicable laws.
2. To provide guidelines and continuity for creation and revision of policies and administrative procedures.
3. To provide interested and/or affected parties an opportunity for input in creation and revision of policies and administrative procedures.
4. To ensure timely communication and implementation of new or revised policies and administrative procedures.

### **General Proposal Procedure**

Proposals regarding District Policies and Administrative Procedures will state their potential contribution in relation to the goals of the District as adopted by the Board of Education, and their potential effect on students. Proposals should also contain any related legal references, correlation to current policies or administrative procedures, and any background information as to why a proposal is being presented. Proposals may contain a written draft of policy or administrative procedures. Proposals from all sources will be given consideration.

All proposals will be presented to the Board as a whole.

### **Policy Procedure**

Following is the normal procedure for policy development and adoption:

1. The need for creation and/or revision of a policy is identified. This process may begin through regular review of policies by the Board or a Board-authorized committee, from administrative review, or from input obtained from other persons interested in development of the proposed policy.
2. District Administration will review, revise, and recommend proposed policy additions, deletions, or changes to the Board.
3. In general, a proposed new policy or policy change should be presented to the Board as a whole at two (2) Board meetings (“readings”). In the case of unusual or emergency situations or minor policy revisions, the two-reading provision may be waived by the majority approval of the Board as a whole, and the policy may be adopted at its first reading.
4. Before the first reading of a policy, the policy shall be posted on the district website as a policy under consideration for adoption and listed on the meeting agenda. Changes to existing policies should be clearly noted via markup of the draft (i.e., “redline”). The Board will accept input from interested parties during the period between initial posting and final reading.
5. When the proposed policy is due for its final reading, it will be prepared in its official and final format and again posted on the district website.
6. Unless otherwise stated, policy changes will take effect immediately upon adoption by the Board of Education.
7. New policies will be disseminated as follows:
  - a. Within two working days of the adoption of a policy, a copy will be presented to Board members and district administrators, posted in all district buildings, and placed in the District Policy Book and on the district Web page.
  - b. An email will be sent to district staff informing them of the existence of the new policy, along with a link to the new policy.
  - c. Significant policy changes or additions should be mentioned in district communications with the community, such as district- or building-level newsletters, along with information regarding how to access the policy online.

### **3. ADMINISTRATION IN POLICY ABSENCE**

In cases where emergency action must be taken and the board has provided no policy or administrative procedures, the District Administrator shall have the power to act. It shall be the duty of the District Administrator to inform the board promptly of such action and the need for policy and/or administrative procedure development.

### **4. FORMULATION OF ADMINISTRATIVE PROCEDURES**

The Board of Education delegates to the District Administrator the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. Such procedures and detailed arrangements will constitute the District Administrative Procedures.

The Administrative Procedures must be consistent with the District Philosophy and Board Policies. The Board itself will formulate and adopt administrative procedures only when specific laws require Board adoption, or when the District Administrator recommends Board adoption in light of strong community attitudes or staff reaction. In all other cases the Board may simply

review District Administrative Procedures.

Administrative procedures pertaining to a proposed board policy will be presented to the Board and posted with the proposed policy before the final reading and adoption of the policy by the School Board.

All District Administrative Procedures will be coded and cross- referenced to any correlating District policy and legal references.

A written copy of all District Administrative Procedures will be presented to the Board before implementation, whenever possible, for review and approval. Within two working days of the approval of District Administrative Procedures, a copy will be presented to Board members and district administrators, posted in all district buildings, added to the district Web site, and placed in the District Administrative Procedures Manual.

Legal Reference: Wis. State Statute, Chapters 118 & 120

Policy Reference:

AB	- The People and Their School District
ABB	- Staff Involvement in Decision Making
AD	- Education Philosophy
AE	- District Goals and Lifelong Learning Standards
BD	- School Board Meetings
CA	- District Administration Team Goals

Adopted: September 13, 1982

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