

POLICY

PROPOSED POLICIES 1301
Board of Education

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BOARD POLICIES and PROCEDURES represent the BOARD's vision for the DISTRICT and set the general direction for the DISTRICT. It is an essential function of the BOARD to establish BOARD POLICIES and the BOARD PROCEDURES necessary to eaffect those POLICIES and PROCEDURES. In order to carry out this function in an effective, efficient, consistent and transparent manner, the BOARD believes it is imperative to have a well-defined procedure for creating, maintaining and modifying such POLICIES and PROCEDURES as needed.

PROCEDURE

PROPOSED POLICIES 1301
Board of Education

- I. The Establishment of POLICIES and PROCEDURES for the Operation of the Schools Shall Be Reserved to the BOARD.
- II. Development and Adoption of BOARD POLICIES and PROCEDURES
 - A. BOARD members and the SUPERINTENDENT or his/her designee(s) may propose new BOARD POLICIES and PROCEDURES. District residents, staff and students may contact BOARD members or the SUPERINTENDENT to share ideas regarding new policies or changes to current POLICIES and PROCEDURES.
 - B. LEGAL COUNSEL maintains the official versions of all current and proposed POLICIES and PROCEDURES.
 - C. All new POLICIES and PROCEDURES will be reviewed by the BOARD at at least two open meetings. All new POLICIES and PROCEDURES shall be submitted to and reviewed by a WORK GROUP prior to being considered by the BOARD at a Regular Meeting. To the extent possible, final review and adoption of a new POLICY shall take place at a regular monthly BOARD meeting. A new POLICY may only be adopted at a Special Meeting if time is of the essence and the BOARD would be in violation of a statutory mandate if the adoption of the new POLICY is postponed to the next regular monthly BOARD meeting.
 - D. POLICIES and PROCEDURES shall be adopted by a simple majority vote.

III. Implementation of BOARD POLICIES and PROCEDURES

- A. The administration of POLICIES and PROCEDURES shall be the duty of the SUPERINTENDENT and School DISTRICT administrators.
- B. The SUPERINTENDENT or his/her designee(s) may create and disseminate administrative guidelines and directives in order to provide greater clarity and consistency in the implementation of BOARD POLICIES and PROCEDURES.
- C. It shall be the responsibility of the LEGAL SERVICES OFFICE to maintain all BOARD POLICIES and PROCEDURES and ensure on-line policy resources are current.
- D. When there are no BOARD POLICIES and PROCEDURES in existence to provide guidance on a matter, the SUPERINTENDENT is authorized to act appropriately under the circumstances keeping in mind the DISTRICT'S vision.

IV. Modifications to Existing BOARD POLICIES and PROCEDURES

- A. The SUPERINTENDENT and the BOARD share a continuing responsibility to evaluate POLICIES and PROCEDURES and suggest modifications or changes of POLICIES and PROCEDURES as they may be required.
- B. The SUPERINTENDENT may utilize the resources of the staff to make recommendations in the altering or modifying of POLICIES and PROCEDURE.
- C. All proposed modifications/amendments to existing POLICIES and PROCEDURES will be reviewed by the BOARD in at least two open meetings. All new proposed modifications/amendments shall be submitted to and reviewed by a WORK GROUP prior to being considered by the BOARD at a regular meeting. To the extent possible final review and adoption of a POLICY shall take place at a regular monthly BOARD meeting. A new POLICY may only be adopted at a special meeting if time is of the essence and the BOARD would be in violation of a statutory mandate if the adoption of the new POLICY is postponed to the next regular monthly BOARD meeting.

D. When proposed modifications/amendments to existing BOARD POLICIES and PROCEDURES are put on a WORK GROUP or regular meeting agenda, it shall be understood that the entire POLICY, even provisions for which no modifications/amendments have been recommended, is subject to review. Meeting notices shall be drafted to clearly convey the scope of the review. If, during the course of the first reading, substantive changes beyond the modifications/amendments recommended prior to the meeting are made, the affected BOARD POLICY and PROCEDURE will be placed on the agenda for the next month's WORK GROUP meeting for further review.

~~E. All proposed modifications/amendments to existing BOARD POLICIES and PROCEDURES must be presented to the BOARD using a document comparison (redlined) format.~~

F.E. Modifications/Amendments to existing POLICIES and PROCEDURES shall be adopted by a simple majority vote.

G.F. Beginning in the 2014-2015 school year, except for POLICIES and PROCEDURES that are reviewed on an annual basis, see IV.H, below, the SUPERINTENDENT or his/her designee shall review all BOARD POLICIES and PROCEDURES ~~shall be reviewed~~ pursuant to the following three-year review cycle:

Year 1: Chapter 4000 (Pupils), Chapter 5000 (Auxiliary Services), Chapter 6000 (Operations)

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Year 2: Chapter 2000 (Administration), Chapter 3000 (Instruction), Chapter 7000 (Community Relations), Chapter 10000 (Charter Schools)

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Year 3: Chapter 1000 (Board of Education), Chapter 8000 (Personnel), Chapter 9000 (Ethics)

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Following said review, the SUPERINTENDENT shall present his/her recommendations at a WORK GROUP meeting for review and approval by the BOARD. The review cycle does not preclude the BOARD from taking action on any POLICY determined to be in need of revision.

During the course of the three-year review cycle, all POLICIES and PROCEDURES shall be translated into Spanish and additional languages, as possible. Translated POLICIES and PROCEDURES shall be subject to the same revisions as their English-language counterparts.

H.G. The BOARD shall review the following POLICIES and PROCEDURES annually: Policy 4510 (Anti-bullying), Policy 4502 (Code of Conduct) and Policy 8012 (Prohibition Against Discrimination).

- I. ALL POLICIES and PROCEDURES of the BOARD which affect teachers' wages, hours, and conditions of employment shall remain in effect until changed by the BOARD. They may become subject to negotiations between the BOARD and Madison Teachers Inc., and/or other unions, after which the approved Negotiated Agreement shall be binding on each of the parties.

s. 120.12; s. 111.70

Amended _____

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 - D. POLICIES and PROCEDURES shall be adopted by a simple majority vote.

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- E. Modifications/Amendments to existing POLICIES and PROCEDURES shall be adopted by a simple majority vote.
- F. Beginning in the 2014-2015 school year, except for POLICIES and PROCEDURES that are reviewed on an annual basis, see IV.H, below, the SUPERINTENDENT or his/her designee shall review all BOARD POLICIES and PROCEDURES pursuant to the following three-year review cycle:
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s. 120.12; s. 111.70

Amended _____

Appendix PPP-5-5
November 25, 2013

Revisions to BOE Policy 1301 The Policy on Policies

**Board of Education Meeting
November 4, 2013**

Current Policy

- Currently Policy 1301 is cursory in nature
- There is no statement regarding how the policy supports District's vision
- There is only limited procedural guidance

Recommended Updated Policy

Includes a value statement regarding the role Policy should play in the District:

- Represent the BOARD's vision for the DISTRICT
- Set the general direction for the DISTRICT

In order to carry out this function in an effective, efficient, consistent and transparent manner, the BOARD believes it is imperative to have a well-defined procedure for creating, maintaining and modifying such POLICIES and PROCEDURES as needed

Recommended Updated Policy

Clarifies the process for adoption of new Board Policies and Procedures

- Requires two public readings (II.B)
- Final consideration of new policy shall occur at regular meeting (II.B)

Recommended Updated Policy

Clarifies responsibilities for implementing Board Policies and Procedures

- Authority for Superintendent and/or designee to develop and disseminate guidelines and directives for Policy implementation (III.B)
- Directs Legal Services to maintain current Policies on-line (III.C)

Recommended Updated Policy

Clarifies process for modifying/amending existing Policies:

- Requires two public readings (IV.B)
- When a Policy is subject to review all sections of the Policy may be reviewed by BOE (IV.D)
- If a Policy is substantively modified during the first reading, must return to Work Group for subsequent review before moving to Regular Meeting (IV.D)

Recommended Updated Policy

- Implements a three-year Policy review cycle to ensure all Policies have eyes on them at least once every three years (IV.E)
 - Year 1: Chapter 4000 (Pupils), Chapter 5000 (Auxiliary Services), Chapter 6000 (Operations)
 - Year 2: Chapter 2000 (Administration), Chapter 3000 (Instruction), Chapter 7000 (Community Relations), Chapter 10000 (Charter Schools)
 - Year 3: Chapter 1000 (Board of Education), Chapter 8000 (Personnel), Chapter 9000 (Ethics)
- Requires translation of all Policies into Spanish





- Board of Education Home
- Board Members & Contact Information
- Board Committees
- Special Board Assignments
- Strategic Planning
- Monthly Calendar
- BOE Meeting Minutes
- Other Committees and Task Forces
- Policies & Procedures
 - Index-alphabetical
 - Definitions
 - Philosophy of Education
 - Board of Education (1000-1999)
 - 1021-Organization
 - 1022-Vacancies
 - 1023-Superintendent Responsibilities
 - 1031-Standing Committees
 - 1041-Other Committees
 - 1171-Powers & Duties
 - 1201-Meetings
 - 1220-Order of Business
 - 1221-Operation
 - 1222-Public Appearances
 - 1301-Adoption of Policies
 - 1460-Affirmative Action
 - 1511-Nepotism
 - 1512-Liability
 - 1513-Proposals
 - 1515-District Information
 - 1635-School Buildings
 - 1640-Ethics
 - 1550-Compensation
 - Administration (2000-2999)
 - Instruction (3000-3999)

MMSD Policies and Procedures: 1301

POLICY	PROPOSED POLICIES	<u>1301</u> Board of Education
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Adoption of Policies

1. The establishment of POLICY for the operation of the schools shall be reserved to the BOARD.
2. The administration of POLICY shall be the duty of the SUPERINTENDENT.
3. The SUPERINTENDENT and the BOARD share a continuing responsibility to evaluate POLICY and suggest modifications or changes of POLICY as they may be required.
4. The SUPERINTENDENT may utilize the resources of the staff to make recommendations in the altering or modifying of POLICY.
5. POLICY PROCEDURE shall be considered a necessary adjunct to BOARD POLICY, shall be cross-referenced to POLICY, and shall be changed, modified, or otherwise altered in the same manner that POLICY may be changed, modified, or altered.
6. ALL POLICIES of the BOARD which affect teachers' wages, hours, and conditions of employment shall remain in effect until changed by the BOARD. They may become subject to negotiations between the BOARD and Madison Teachers Inc., and/or other unions, after which the approved Negotiated Agreement shall be binding on each of the parties.

s. 120.12; s. 111.70
03/06/00

Current Requirements for Reports to be Sent to the Board

Frequency; Date Due	Type of Report	Responsible person	Report must include	Authority
At least once every four years	Dane County Truancy Plan	Report and Recommendations come from a county wide committee --> MMSD must convene the committee --> Board must appoint MMSD's representative --> Board must review MMSD's truancy plan every two years	1. Description of factors that contribute to truancy in Dane County 2. Description of any state statutes, municipal ordinances, or school, social services, law enforcement, district attorney, court or other policies that contribute to or inhibit the response to truancy in Dane county	Wis. Stat. § 118.162
Annually; by September 1	Restraint and Seclusion	Principal (or designee) of each school	1. Number of incidents of seclusion and of physical restraint in the school during the previous year 2. Total number of pupils involved 3. Total number of children with disabilities involved	Wis. Stat. § 118.305(4)(c) Board Policy 4221
Annually; At the annual meeting	Itemized Financial Report	The Board must examine accounts and present itemized report at annual meeting	1. All receipts since last annual meeting 2. All expenditures since last annual meeting 3. Current cash balance 4. Deficit amount 5. Bills payable 6. Amount needed from taxes for upcoming year 7. Amount required to pay interest and principal on debt during the upcoming year 8. Budget summary required under Wis. Stat. § 65.90 9. If the District has a trust under Wis. Stat. § 66.0603(1m)(b)(3): a) amount in trust b) return earned since last annual meeting c) total disbursement made since last annual meeting d) name of investment manager [if delegated under Wis. Stat. § 66.0603(3)(b)]	Wis. Stat. § 120.11(3)

Current Requirements for Reports to be Sent to the Board

Frequency; Date Due	Type of Report	Responsible person	Report must include	Authority
As needed; Within 10 days of accident	Motor Vehicle Accident	None listed	Every accident involving a District school bus must be reported. --->See Wis. Stat. § 340.01(56) for the definition of "school bus"	Wis. Stat. § 121.53(6)
Annually; At the close of the fiscal year	Financial Audit	Licensed Accountant employed by Board to conduct audit	1. Auditor's report on the school district's financial statements prepared according to generally accepted accounting principles, as promulgated by the governmental accounting standards board, with supplemental information as required by the department or requested by the district 2. Financial audit statement for the fiscal year 3. Management letter, commenting on material weaknesses in internal control and identifying possible noncompliance with any legal provisions related to finance with appropriate recommendations 4. Federal program audit reports and schedules, as appropriate 5. State program audit reports and schedules, as appropriate 6. Membership audit report, if required by DPI under Wis. Stat. § 115.28 (18)	PI 14.03(2)(d)
End of each semester	Excused Absences	Superintendent	1. Summarizing withdrawals from school 2. Summarizing excused absences for: a) physical reasons b) mental reasons c) good cause	Board Policy 4041
Annually	Wellness Policy	District Wellness Committee ---> Superintendent (or designee) determines the membership of the committee and designates a Chair	1. Compliance 2. Recommendations regarding changes and updates	Board Policy 4610
Not stated	Energy Management Program	Superintendent (or designee)	Energy Conservation efforts	Board Policy 5200

Current Requirements for Reports to be Sent to the Board

Frequency; Date Due	Type of Report	Responsible person	Report must include	Authority
Annually; In conjunction with developing annual budget	District Fund Balance	Superintendent (or designee)	The classifications for fund balance report shall be: a) nonspendable b) restricted c) committed d) assigned e) unassigned	Board Policy 6071
Annually	Affirmative Action Requirements for Vendors and Contractors	Contract Compliance Officer	1. Operating procedures for notifying potential vendors of policy requirements 2. Technical assistance forms 3. List of District vendors 4. Assessment data on vendor compliance with their plans 5. Staff direction, program policies and priorities, and problem areas 6. Activities undertaken by staff in furtherance of the policy	Board Policy 6600
Annually	Utilization of Historically Underutilized Businesses	Contract Compliance Officer	1. Information relative to the District's utilization of HUBs 2. Assessment of District's compliance with Contract Compliance Plan	Board Policy 6601
As needed	Resignations	Human Resources Department	Resignations must be reported to the Superintendent, via the Board agenda	Board Policy 8011
Annually	Equity	Administration	1. Extent of progress on specific measures in eliminating gaps in: a) access b) opportunities c) achievement 2. Data on the distribution across all schools of: a) staff b) financial c) programmatic resources	Board Policy 9001