

WILLIAMS BAY SCHOOL
BOARD OF EDUCATION
POLICY COMMITTEE MEETING
Monday, October 19, 2020

Board Members Present: P. Peyer and D. Woss
Absent: None
Administration Present: District Administrator Dr. W. White
Guests: None

I. CALL TO ORDER

Dr. White began the meeting at 5:00 pm.

II. REVIEW AND DISCUSS POSSIBLE CHANGES TO POLICY NUMBERS IN THE 100, 200 AND 300 SERIES.

Dr. White reviewed drafts of the following policies with changes noted:

Policy 110 Statement of Philosophy

The mission statement and value and beliefs would be updated to what is in the current strategic plan. Behavioral expectations and goals were added. Strategic priorities were deleted. A section about strategic planning and goal setting was added.

Policy 131 School Board Elections

Added a section regarding the administration of the oath of office.

Policy 151 Board Policy Development and Adoption

Added the word Adoption from policy 151.1 and changed verbiage in the introductory paragraph. Information from policy 151.1 was folded into this policy. Added the last paragraph so that policy adoption could be expedited if needed.

Policy 151.1 Board Policy Adoption

This policy was combined into Policy 151. This policy would be deleted.

Policy 151.2 Board Policy Dissemination

The sections on copies being distributed was deleted. The district has not been compliant with these statements and it is difficult to maintain up to date sets in those locations.

Policy 166 Board Use of Electronic Mail

Added section on use of electronic communication to provide clarity. Added a line that indicated that board members should not reply all to emails.

Policy 170 School Board Meetings

Changed the regular monthly meeting to the fourth Monday of the month and added language that provides for the board to change the date and location of the meeting. Also added a section on attending meetings virtually.

Policy 171.2 Agenda Preparation and Dissemination

This would be a new policy that addresses how agendas are prepared and how they are noticed. This policy would go along with the 171.2 Exhibit Agenda Format.

Exhibit 171.2 Agenda Format

Student representatives were added under reports and Parent Teacher Organization replaced SCA. Students services was also added under reports. Action items were changed to “Approval of Consent Agenda” and “Personnel Transactions

Policy 174 Board Organizational Meeting

Changes to committee structure was noted. The Policy Committee was left by itself, removing personnel. Negotiations was deleted and added Compensation. Finance Committee was combined with Personnel Committee.

Policy 175 School District Annual Meeting

Changed the time of the annual meeting from 8:00 p.m. to 6:30 p.m.

Policy 184 Minutes

Changed the posting of the minutes to be published on the District website and removed the Lake Geneva Regional News.

Policy 185 Board Committees

Changed the language in the policy from not having standing committees to the district does. Rewrote the section on open meeting law and posting the meetings. Added a paragraph on ad-hoc committees.

Policy 187 Public Participation at Board Meetings

Edited the policy to more closely reflect current practice. Citizens comments have been permitted as indicated in the order of business and at the discretion of the Board president. Also added a line that limits public comments to 30 minutes total unless extended by the board.

Policy 222 Administrative Contracts

Added the Director of Special Education and School Business Manager to the list of administration.

Policy 230 Administrative Team

Added Director of Special Education and School Business Manager to the list of administration.

Policy 231 Job Descriptions

This would be a new policy. Best practice appears to be publishing job descriptions on the website or in a separate place in the district. No district that I can find, has all administrative job descriptions in their policies. The only job description in board policy is the District

Administrator job description. I would recommend taking all of the job descriptions and placing them under a tab on the district website. I recommend leaving the job descriptions in policy until all of the policies have been reviewed and after the employee handbook has been revised. I will then work on revising and developing job descriptions as needed.

Policy 231.1 Job Description – Qualifications and Duties of District Administrator

Added the person must have a district administrator’s license or be eligible to obtain licensure. Added .1 to the numbering, changing the policy from 231 to 231.1.

Policy 232 Job Description – Middle/High School Principal

Aligned the Middle/High School Principal Job Description to the Elementary Principal Job Description. These job descriptions should be more similar than different.

Policy 233 Job Description – Elementary School Principal

Removed letter E under responsibilities to Administrator. This item referenced who served as interim District Administrator.

Policy 234 Job Description - Director of Special Education

Added line indicating this position supervises other staff as assigned by the District Administrator. Added that this position is responsible for Section 504 Plans.

Policy 235 Job Description – Director of Pupil Services

It is recommended that this job description be removed or hidden until this position is created.

Policy 234.1 Job Description – Elementary School Dean of Students

It is recommended that this job description be removed or hidden until this position is created.

Policy 235 Job Description – Athletic Director

This job description has been completely re-written based on review of other athletic director job descriptions. More work will be done on this job description at the next policy committee meeting.

Policy 253.1 Development of Administrative Rules

Added a paragraph on handbooks and how these become an extension to board policy.

Policy 270 Administrative Reports

Aligned the policy to current practice. Only the District Administrator provides a weekly report to the board. Building principals provide bulletins to their students and families and share a copy with the board.

III. SET DATE AND TIME FOR NEXT POLICY COMMITTEE MEETING

The committee did not schedule a meeting. This will be done when policies in the 300 series are ready for review.

IV. ADJOURN

The meeting was adjourned at 6:03 p.m.