

**SCHOOL DISTRICT OF MANAWA
POLICY & HUMAN RESOURCES COMMITTEE MEETING AGENDA**

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January 13, 2021

Time: 6:00 p.m.

Virtual Meeting

Board Committee Members: Pethke (C), Forbes, J. Johnson

In Attendance:

Timer: _____

Recorder: _____

1. Clarify Policy Intent when a Board Member moves out of the Zone to which they were elected but remains in SDM (Information / Action)
 - a. PO0141.1 - Electoral Process
 - b. PO0142.5 - Vacancies
2. Discuss Snow/Inclement Weather Days as Virtual Instruction Days (Information)
 - a. Consider start in 2021-22 school year
 - i. Handbook changes
 - ii. Contract language
 - iii. Expectations for staff, students, and parents
 - iv. Other
 - b. Full-day only
 - c. Continuity of instruction
 - d. No loss of instructional minutes
 - e. Apply lessons learned from virtual instruction and other districts already doing this
3. Onboarding Process (Information)
4. Policy & Human Resources Committee Planning Guide (Information)
5. Set Next Meeting Date
6. Next Meeting Items:
 - a. Handbook Updates
 - b. NEOLA Semi-Annual Updates
6. Adjourn



Book Policy Manual
Section 0000 Bylaws
Title Copy of ELECTORAL PROCESS
Code po0142.1
Status draft
Adopted April 25, 2016
Last Revised November 16, 2020

0142.1 - **ELECTORAL PROCESS**

Members of the Board shall be elected annually at the spring election on the first Tuesday in April in a manner that is consistent with State law.

The Board shall consist of seven (7) members elected by the voters of the District by ballot in compliance with State law at the Spring election. The number of members elected each year shall maintain a two-two-three (2-2-3) sequence.

Board member representation shall be according to the established plan of apportionment, with six (6) members representing specific geographical areas and one (1) member representing the full District. Representation shall be apportioned with one (1) Board member from each of the following:

ÿ	Zone 1	City of Manawa
ÿ	Zone 2	Township of Little Wolf
ÿ	Zone 3	Townships of Helvetia and Union
ÿ	Zone 4	Townships of St. Lawrence and Ogdensburg
ÿ	Zone 5	Townships of Royalton and Mukwa
ÿ	Zone 6	Townships of Bear Creek and Lebanon
ÿ	At-Large	Represents Entire District

Declaration of Candidacy

If an incumbent fails to file a Declaration of Candidacy by the 5:00 P.M. deadline on the first Tuesday in January, candidates may file a Declaration of Candidacy within seventy-two (72) hours following the original Tuesday deadline.

Declaration of Non-Candidacy

If an incumbent files a Declaration of Non-Candidacy no later than 5:00 P.M. on the second Friday preceding the Tuesday deadline, there is no extension of the Tuesday deadline.

When the first Tuesday in January is a holiday the deadline becomes 5:00 P.M. the next day.

T.C. 11/16/2020

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Legal 120.06 (1), 10.68 (5)(2b), Wis. Stats.
 120.06 (6)(b), Wis. Stats.

Last Modified by Carolyn Fillman on December 4, 2020



Book	Policy Manual
Section	0000 Bylaws
Title	Copy of VACANCIES
Code	po0142.5
Status	draft
Adopted	April 25, 2016
Last Revised	April 27, 2020

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 election or appointment being declared void by a competent tribunal;
- F. the incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required
- G. the incumbent's ceasing to possess the legal qualifications for holding office;
- H. the incumbent moving his/her residence out of the District;
- I. the incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of his/her intent to return to his/her unexpired term.

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

Filling a Board Vacancy

Vacancies on the Board shall be filled by appointment made by the remaining Board members in accordance with State law and the guidelines in this policy.

Public notice of the Board vacancy shall be given by the District Administrator and shall include a deadline for filing letters of interest.

Any qualified elector of the District, and a resident of the apportioned geographical area when applicable, who is interested in filling the vacancy may submit a letter of interest to District Administrator or designee by the date specified in the vacancy notice. If one (1) or no letter of interest is received by the deadline, the deadline may be extended by a majority vote of the Board.

Candidates for a vacancy on the Board shall be considered at a properly noticed open meeting of the Board, unless there are exceptional reasons to consider the candidates in closed session. The Board may consider candidate(s) in a closed session only if the discussion involves financial, medical, social or personal histories or disciplinary data that, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidate(s).

A majority vote shall be required for all appointments to the Board. All votes shall be recorded, preserved and open to public inspection to the extent prescribed in Wis. Stat. Chapter 19. Secret ballots may only be used when Board members are electing officers. When making the appointment, Board members should consider the candidate's residency in the appropriate zone and interest and devotion to public education.

Appointment by the Board to fill a vacancy shall be by a majority vote of the existing Board. If the vacancy is not filled within sixty (60) days of the date on which the vacancy first exists, the vacancy shall be filled by appointment of the Board President from among the applicants who completed the process noted above.

The appointee shall hold office until a successor is elected and takes office under Wis. Stats., 120.06(4). When a vacancy occurs in the office of a Board member who is in the last year of his/her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the next spring election. When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the 2nd following spring election. Elections to fill unexpired terms shall be held simultaneously with the elections for regular terms.

Any person upon being notified of his/her appointment shall be deemed to have accepted the appointment unless within five (5) days s/he files with the Clerk a written refusal to serve. Any newly appointed Board member shall, pending the filing of the oath of office, be seated on the Board and shall hold office until a successor is elected and takes office in accordance with State law.

Revised 7/18/16

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Legal 17.03 et seq., Wis. Stats
 17.26 (1g)(a), Wis. Stats.
 120.12(28), Wis. Stats.

Last Modified by Staci A Berry on May 13, 2020