

*School District of Gibraltar Area*  
*Fish Creek, Wisconsin*  
**Special Meeting of Gibraltar Board of Education**  
**Minutes of *November 19, 2015***  
**Community Room #266**  
**4:00p.m.**

**Call to Order**

President Mark Weborg called meeting to order at 4:03 p.m.

**Roll Call**

Present: Lynn Herman, Wendy Minten, Suzanne Brennan, Mark Weborg, Fred Anderson, Lynnea Hickey

Excused: Mike Peot

Also Present: Tina Van Meer, Superintendent; Evelyn Eckhardt School Board Secretary; 1 visitor

**School Board Development With Barry Forbes, WASB and Mary Gerbig, Davis & Kuelthau**

Barry Forbes, WASB staff counsel, gave a PowerPoint presentation primarily focusing on the basics of what school board duties are and what are the duties of the administration. Basic sources for this information are from educational research and law.

School Board Duties and Powers- Reviewed duties and powers of the school board as well as the duties of the District Administrator. Explained differences between enumerated powers versus broad powers.

Board Roles include Leadership, Advocacy, Policy Making

District Administrator Roles include Implementation of Policy, Operational Issues

Key Work of School Boards- Barry shared the Eight Characteristics of Effective School Boards, taken from a Center for Public Education Study. CPE compared districts on demographics.

Effective school boards:

1. ... commit to a vision of high expectations for student achievement and quality instruction and define clear goals toward vision.
2. ... have strong shared beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels.
3. ... are accountability driven, spending less time on operational issues and more time focused on policies to improve student achievement.
4. ... have a collaborative relationship with staff and community and establish a strong communications structure to inform and engage both internal and external stakeholders in setting and achieving district goals.
5. ... are data savvy; they embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.

*Special Meeting of Gibraltar Board of Education*  
**Minutes of November 19, 2015**  
**Page 2**

6. ...align and sustain resources, such as professional development, to meet district goals
7. ... lead as a united team with the superintendent, each from their respective roles, with strong collaboration and mutual trust.
8. ...take part in team development and training, sometimes with their superintendents, to build shared knowledge, values and commitments for their improvement efforts.

NSBA Key Work of School Boards-

**Vision** (establish goals for the district), **Accountability** (measuring/judging how well the district is putting Vision into practice), **Policy** (the tool board members use to implement the vision), **Community Leadership** (board members act as ambassadors and advocates for district interests), **Board/Superintendent Relationships** (cultivating an open and honest relationship between the board and the superintendent) are core skills, the “Key Work”, which leads to student achievement at high levels.

Barry went into detail about complaint procedures. Most school districts have complaint procedure policies. Complainants should be going to the immediate supervisor/staff members, then to the principal, then the district administration. They should not be going directly to the school board. Individual board members receiving complaints do not have legal authority or all the information to resolve problems. Board members typically send complainants to the appropriate staff person. It is appropriate for a board member to inform the superintendent of the complaint, as well as follow up with the complainant to find out if the situation was dealt with.

Board members discussed have an informational piece available to the public during meetings that help community members understand how the school board meetings are run and when appropriate times are to discuss things.

Boards are not required to have open sessions during board meetings. If open sessions are allowed, it is acceptable to put a time, place, and manner restrictions.

Individual Board Member Powers

Individual board members do not have statutory powers/duties as individuals; however, board officers do have specific powers/duties. Individual Board Members duties include attending school board meetings, be prepared to discuss and act on agenda items, be informed about agenda items and educational issues, participate (as a group) when exercising board duties such as adopting policies or budgets.

District Administrator Duties

Has general supervision/management of the professional work of the school and the promotion of pupils, basically the day to day operation of the school district. The district administrator shall not be a member of the school board. The district administrator should make written recommendations to the board on teachers, courses of study, and discipline. A district administrator also may act as a principal or teacher.

*Meeting of Gibraltar Board of Education*  
**Minutes of November 19, 2015**  
**Page 3**

Administrative Roles

A school board decides what gets done and what limits what gets done, the district administrator decides who does it and how to do it.

Liability issues and protection from liability

Liability is basically being found under the law as being financially responsible for some obligation which could be based on a tort or contract claim. There are sources of liability under state law and federal law. Negligence is the most common tort. School boards can adopt policies that can protect from liability, provide insurance, and bond school officials to help protect from liability. There are a number of protections under certain state tort claims.

Open Meeting Law

Everything needs to be open as possible. This applies to meetings of governmental bodies. Governmental body includes school boards or board committees and bodies created by government rule or order. For there to be a meeting the numbers requirement, a quorum, must be met. Purpose requirement- members must be present to conduct governmental business.

Public comments during meetings

Most school boards find importance in allowing and limiting public comments during meetings. Set time parameters. Have rules in place before you have a meeting.

Confidentiality during closed meeting sessions

Keeping information confidential is in the public's interest. Sometimes confidentiality is required by law, for example, an expulsion hearing, due to confidential pupil records. Building trust between school board members and between board members and the district administrator is one of the most important things you can do to maximize student achievement. If an individual board member is disclosing information from a closed session, this will dissolve trust.

**Adjourn**

Moved Anderson/Hickey to adjourn at 6:42 p.m. Aye – All. Opposed – None. Motion carried.

Respectfully submitted,

Evelyn Eckhardt  
District Administrative Assistant  
School Board Secretary