



MILWAUKEE
PUBLIC SCHOOLS

Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	NAME
Code	po0111
Status	From Neola

0111 - NAME

The Board of the First Class City School System shall be known officially as the Milwaukee Board of School Directors.

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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	PURPOSE
Code	po0112
Status	From Neola

0112 - PURPOSE

The Milwaukee Board of School Directors establishes overall direction for the Milwaukee Public Schools. Specifically, the Board establishes the goals, governance processes, and relationships with its Executive Officers, who are the Superintendent, the Board Clerk/Chief Officer, Office of Board Governance, and the Senior Director of the Office of Accountability and Efficiency.

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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	BOUNDARIES
Code	po0113
Status	From Neola

0113 - BOUNDARIES

The First Class City School District is comprised of the area of the First Class City and other apportioned areas. Current total boundary lines of the city are of public record with the secretary of state and the register of deeds of Milwaukee County.

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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	CLASSIFICATION
Code	po0114
Status	From Neola

0114 - CLASSIFICATION

The Milwaukee Public Schools District shall be classified as a First Class City School District.

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Legal	Wis. Stats. 115.01(3)
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	ADDRESS
Code	po0115
Status	From Neola

0115 - ADDRESS

The official mailing address of the Milwaukee Board of School Directors shall be PO Box 2181, Milwaukee, WI 53201-2181.
The street address of the MPS Central Services Building is 5225 W. Vliet St., Milwaukee, WI 53208.

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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	AUTHORITY OF THE BOARD
Code	po0121
Status	From Neola

0121 - AUTHORITY OF THE BOARD

The supervision of this District shall be conducted by the Board which is constituted and governed by the laws of the State of Wisconsin.

See Bylaw 0143 - Authority of Individual Board Members for information regarding the roles, responsibilities, and authority of individual Board members.

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Legal	Chapter 119, Wis. Stat.
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	BOARD POWERS
Code	po0122
Status	From Neola

0122 - BOARD POWERS

The power of this Board extends to those matters expressly or implicitly granted by the constitution, statute, local charter or ordinance, or other law, including the power to do all things reasonable to promote the cause of education unless prohibited by Federal or State law.

The Board shall also authorize the development and promulgation of rules and guidelines by the Executive Officers for the proper operation and management of the District, including the conduct of students while in school, at school functions, en route on school buses, or otherwise under the supervision of school authorities.

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Legal	119.32 Wis. Stat.
	119.16 Wis. Stat.
	119.04 Wis. Stat.
	118.001, Wis. Stats.
	119.18, Wis. Stat.
	119.44, Wis. Stats.



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	BOARD BYLAWS AND BOARD POLICIES
Code	po0131.1
Status	From Neola

0131.1 - BOARD BYLAWS AND BOARD POLICIES

The Milwaukee Public Schools operate in accordance with Chapter 119, Wis. Stats., and other applicable statutes governing Cities of the First Class. In accordance with 119.18, Wis. Stats., the Milwaukee Board of School Directors may adopt, modify, or repeal bylaws for its own governance and for the organization, discipline, and management of the public schools which shall promote the good order and public usefulness of the public schools. While the Board is the policy-making body of the District, the Superintendent, the Board Clerk, and the Senior Director of the Office of Accountability and Efficiency are provided the opportunity to initiate and make recommendations on policy to the Board.

Adoption, Revision, or Recission of Board Bylaws

- A. Proposed amendments to the Board bylaws shall be introduced at a regular Board meeting at which time the proposed amendment(s) shall be referred to the Committee on Legislation, Rules and Policies for its consideration and report thereon.
- B. The Committee's report with respect to such proposed amendments shall be presented to the Board and then held over until the next Board meeting, when the report shall be considered and acted upon by the Board.
- C. A recorded affirmative majority vote of the Board's membership is required for the adoption, amendment, or repeal of Board bylaws.

Suspension of the Board Bylaws

A suspension of the bylaws shall require a recorded affirmative vote of two-thirds of the Board's membership.

Adoption, Revision, or Recission of Board Policies

When an Executive Office/Officer initiates a proposal to adopt, revise, or rescind a Board policy, such proposal shall be introduced to the Board Committee on Legislation, Rules, and Policies for its discussion and consideration. If the Committee recommends that the proposal be considered by the full Board, then the proposal may be acted on by the Board with an affirmative majority vote at any properly noticed meeting.

Technical Corrections

The Office of Board Governance is authorized to review and make technical corrections to Board bylaws and Board policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to bylaw/policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The Office of Board Governance shall inform the Board of any such changes no later than the next regular Board meeting.



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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	SELECTION OF EXECUTIVE OFFICERS
Code	po0132.1
Status	From Neola

0132.1 - SELECTION OF EXECUTIVE OFFICERS

The Board shall exercise its executive power in part by appointing the District's Executive Officers (see Policy 1102 - Board-Appointed Officials) who shall enforce the statutes of the State of Wisconsin, rules of the Department of Public Instruction (DPI), and the policies of this Board.

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Legal	118.24, Wis. Stats. 119.32, Wis. Stat.
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	ADMINISTRATIVE GUIDELINES
Code	po0132.2
Status	From Neola

0132.2 - ADMINISTRATIVE GUIDELINES

The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the District will be operated. These detailed arrangements shall constitute the administrative guidelines governing the District which are not inconsistent with statutes or regulations of the Department of Public Instruction (DPI) or the policies of this Board. (See Policy 1230.01 - Development of Administrative Guidelines) The Superintendent shall consult with the Office of Board Governance and/or the Office of Accountability and Efficiency when necessary.

Such administrative guidelines shall be binding on the employees and the students of this District when issued.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	JUDICIAL
Code	po0133
Status	From Neola

0133 - JUDICIAL

The Board has in place various procedures to adjudicate disputes that shall be followed. As codified within Board policies, the various procedures may include Board jurisdiction over a dispute or controversy arising within this District. This is particularly the case in any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

In furtherance of its judicial function, the Board may hold hearings which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter; otherwise, the Board may delegate its authority to its Executive Officers.

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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	BOARD LEVEL APPEALS OF EMPLOYEE DISCIPLINE HEARINGS
Code	po0133.1
Status	From Neola

0133.1 - BOARD LEVEL APPEALS OF EMPLOYEE DISCIPLINE HEARINGS

A. APPEAL REQUESTS

1. Filing of Request for Appeal

- a. The employee may appeal the decision of the Independent Hearing Officer (IHO) to the Milwaukee Board of School Directors (Board). The Administration, at the request of the appropriate executive officer, may also appeal the decision of the Independent Hearing Officer (IHO) to the Board. The appeal must be filed, in writing, with the Office of Board Governance within ten (10) workdays of receipt of the IHO's decision. An appeal to the Board is permitted only in matters involving an employee's termination, disciplinary demotion, a disciplinary suspension in excess of five (5) workdays without pay, or workplace safety issues.
- b. The appeal must specifically state the basis for the appeal, including the issues, concerns, and any information regarding why the appellant feels that the IHO's decision was arbitrary and capricious. The appeal must be based on the record before the IHO and shall not introduce evidence or arguments that were not presented to the IHO.

2. Standard of Review

The standard of review for the Board is whether or not the decision of the IHO was arbitrary and capricious. A decision will be considered arbitrary and capricious if it is a willful and unreasonable action, without consideration or in disregard of facts, or without determining principle. If the decision was not arbitrary and capricious, then the Board is required to find on behalf of the prevailing party.

3. Review by Board

The Board will not take additional testimony or evidence. The opposing party may file a response to the letter of appeal within ten (10) workdays of receipt of the appeal. The Board will decide whether the IHO reached an arbitrary and capricious decision based on the information presented to the IHO, the letter of appeal, and the opposing party's response. The Board shall, in each situation, assign an impartial advisor to review the paper record and, within twenty (20) workdays of the due date of the opposing party's response, create a summary and recommendation for the Board's review.

4. Deliberations

- a. The Board shall retire into executive session and deliberate upon and consider the impartial advisor's summary and recommendation, to determine, based upon that summary and recommendation, whether the IHO reached an arbitrary and capricious decision. The record from the hearing before the IHO will also be available to the Board.
- b. If the Board determines that the IHO did not reach an arbitrary and capricious decision, the Board will sustain the IHO.

c. If the Board determines that the IHO reached an arbitrary and capricious decision, the Board will, in its sole discretion:

1. review the written record from the hearing before the IHO and make an independent decision based on that record; or
2. hold a Board appellate hearing and make a decision based on the arguments presented at the hearing. If the Board decides to hold a Board appellate hearing, the Board appellate hearing will be held in accordance with the guidelines set forth in the procedure below.

5. Decision of the Board

- a. The Board's written decision will be made within forty-five (45) workdays, or as soon as is practicable, of receipt of the impartial advisor's summary and recommendation, or the conclusion of the written review or the Board appellate hearing.
- b. The Board's written decision regarding the appeal will state whether the IHO is sustained, denied, or modified.
- c. The Board will decide the matter by a majority vote, and the decision of the Board shall be final and binding and shall be not subject to further review.

6. Notice of Board Action

The appellant shall be informed in writing of the Board's decision.

7. Ex Parte Communications

Once an appeal has been filed, ex parte communications (contacts between the Board or one of its members and a party or a party's representative) shall be avoided.

B. APPEAL PROCEDURE

1. Pre-hearing Information

Five (5) workdays before the scheduled start of the Milwaukee Board of School Directors' (Board's) appellate hearing, all parties shall receive the following:

- a. a complete record of the hearing before the Independent Hearing Officer (IHO);
- b. a copy of the appeal letter;
- c. a copy of the opposing party's response to the appeal letter, if one was received by the Board; and
- d. a copy of the Board Independent Advisor's summary and recommendation.

2. Presiding Officer

- a. The Board President, or designee, will preside over the hearing.
- b. The Board's presiding officer will have powers and duties subject to all applicable rules and will:
 1. regulate the course of the hearing;
 2. be apprised of conferences held prior to or during the hearing for settlement (if all parties so consent) or for simplification of the issues;
 3. dispose of procedural requests or similar matters;
 4. take other action authorized by the Board consistent with these rules;
 5. direct, at beginning of hearings, that the records show the appearances of the parties or their representatives;

6. file with the Director of the Office of Board Governance a copy of the notice of Board appellate hearing which was served on the employee;
7. take full charge of the proceedings over the conduct of the participants and the orderly direction of the proceedings. The Board shall follow Robert's Rules of Order, except where in conflict with Board rules; and
8. limit the time of the oral arguments so that the Board may ultimately receive them.

3. Evidence

Other than the oral arguments listed below and the aforementioned pre-hearing information, no additional evidence, testimony, information, or handouts will be accepted at the Board's appellate hearing.

4. Hearing Guidelines

Each party will be allowed thirty (30) minutes to present an oral argument regarding whether or not the IHO's decision was arbitrary and capricious. Each party will be allowed only to refer to information provided in the pre-hearing packet to support their argument.

5. Deliberations

- a. The Board will retire into executive session and deliberate upon and consider the pre-hearing information and the oral arguments offered at the Board appellate hearing.
- b. The Board must again determine whether or not the decision of the IHO was arbitrary and capricious. A decision will be considered arbitrary and capricious if it is a willful and unreasonable action, without consideration or in disregard of facts, or without redeeming principle. If the decision was not arbitrary and capricious, then the Board is required to find on behalf of the prevailing party.
- c. Otherwise, the Board may sustain, deny, or modify the IHO's decision/recommended action.
- d. The Board will decide the matter by a majority vote, and the decision of the Board is final and binding and is not subject to review.

6. Waiver

The employee may waive a Board appellate hearing by oral or written communication with the Administration or Board; by failing to request a Board appellate hearing; by failing to appear in person or by representative at the Board appellate hearing; or, having once appeared, by leaving the Board appellate hearing before the hearing is concluded.

7. Notice of Board Action

All parties will be informed in writing of the Board's decision to sustain, deny, or modify the IHO's decision/recommended action.

8. Open/Closed Hearings

- a. The Board appellate hearing shall be closed unless the appellant requests otherwise. To ascertain the will of the appellant and to assure such participant of the right to either type of hearing, the presiding officer should put the question at the beginning of the hearing to the appellant.
- b. When the hearing is requested to be closed, those permitted to remain during the course of the hearing are as follows: employee and representative(s); Board members, administrators and administrative representative(s), and hearing staff.
- c. The presence of relatives is discretionary with the presiding officer. Discretion to exclude should not be exercised unless it appears that the relatives are likely to be disruptive of the hearing.

Such relatives may be permitted to stay until such disruption is manifested.

9. Disruptions

The Board will tolerate no disruptions during the Board appellate hearing. Persons deliberately disrupting hearings will be ordered by the presiding officer to desist from disrupting the meeting or may be removed with or without the vote of the Board.

10. Superintendent

The Superintendent (where the Superintendent's action or recommendation is presently under review by the Board) shall not attend or be present during the deliberations of the Board following the Board appellate hearing.

11. Counsel/Attorney

- a. The representative presenting the Administration's recommendation to the Board may present the oral argument. The appellant or appellant's representative presenting the Appellant's recommendation to the Board may present the oral argument. Neither the representative for the Administration nor the appellant nor appellant's representative shall appear during the deliberations of the Board either on request or as a matter of routine.
- b. Neither the representative presenting the Administration's case nor the appellant or appellant's representative will, during the course of the Board appellate hearing, be the advisor of the Board. The independent advisor, acting solely as representative of the Board, may be present at the time of the Board appellate hearing and during deliberations to advise the Board relative to questions which the Board may have in their procedures or decisions.

12. Ex Parte Communications

Once a Board appellate hearing has been requested and a right to it established, ex parte communications (contacts between the Board or one of its members and a party or a party's representative) shall be avoided.

Milwaukee Public Schools



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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	NUMBER
Code	po0141
Status	From Neola

0141 - NUMBER

The Board shall consist of one (1) member-at-large and eight (8) members elected from numbered election districts determined by the Board. The election districts shall be substantially equal in population and the boundaries of the election districts shall be drawn so as to reflect a balanced representation of citizens in all areas within the city.

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Legal	119.08 (1), Wis. Stat.
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	ELECTORAL PROCESS
Code	po0142.1
Status	From Neola

0142.1 - ELECTORAL PROCESS

Board elections are held during the spring election on the first Tuesday in April in a manner that is consistent with State law.

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Legal	5.60, Wis. Stat.
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	QUALIFICATIONS FOR ELECTION TO THE BOARD
Code	po0142.2
Status	From Neola

0142.2 - QUALIFICATIONS FOR ELECTION TO THE BOARD

A person elected to represent a numbered election district to become a member of the Board shall be a qualified elector of the School District, and must reside within the numbered election district no later than when the Board member-elect is sworn into office.

The at-large member of the Board must reside within the City and shall be elected by the electors of the City.

A person elected to represent a numbered election district shall reside within the boundaries of that district. If, however, a person ceases to reside within the election district because the boundaries of the election district are changed during the person's term of office, the person may continue to serve for the balance of the term for which the Board member was elected for so long as the person resides in the School District.

The District shall abide by the rules for elections, qualifications for candidates, etc. promulgated by the City of Milwaukee Election Commission.

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Legal	119.08(2), Wis. Stat.
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	TERM
Code	po0142.3
Status	From Neola

0142.3 - **TERM**

The term of each Board member shall be four (4) years commencing on the 4th Monday in April and shall continue until a successor is elected and qualified or until a vacancy occurs.

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Legal	119.08(3), Wis. Stat.
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	OATH
Code	po0142.4
Status	From Neola

0142.4 - OATH

Each newly-elected or appointed Board member shall take and file the oath of office with the City Clerk and with the Board Clerk.

On or prior to the fourth Monday in April, any Board member elected or re-elected to office at the spring election shall take and file the official oath. Board members appointed to office between elections shall take and file the oath prior to taking office. Members elected by special election shall assume their seats at midnight after taking the oath of office.

The City Clerk has authority to administer the oath of office. A notary public or other person authorized by law to administer oaths may also administer the oath to members.

The official oath shall be in writing and subscribed and sworn to as required by law and filed with the City Clerk. The oath does not need to be administered at or in conjunction with a Board meeting. If desired by the Board member, the oath may also be administered orally in addition to the written oath.

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Legal	119.08(1)(c), Wis. Stat. 887.01(1), Wis. Stats.
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	VACANCIES
Code	po0142.5
Status	From Neola

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 incapable by the proper court;
- B. the incumbent's resignation (a Board member desiring to resign their seat shall submit their resignation in writing to the Board President or to the Board Clerk. The resignation shall take effect at the time indicated in the resignation or upon delivery of the resignation if no date is indicated);
- 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 neglects or refuses 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 their residence out of the numbered election district from which they were elected or if the at-large member moves out of the School District; or
- 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 the incumbent's intent to return to their unexpired term;

If a board member is absent for four (4) successive Board meetings without presenting satisfactory reason therefor in writing to the Board, the Board shall declare the member's seat vacant.

A vacancy shall be filled by a special election in accordance with 119.08(4), Wis. Stats.

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Legal	17.03 et seq., Wis. Stats.
	17.26 (1g)(b), Wis. Stats.
	119.08(4), Wis. Stat.
	119.10 (5), Wis. Stat.



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	RECALL/REMOVAL
Code	po0142.6
Status	From Neola

0142.6 - RECALL/REMOVAL

Any member of the Board may be recalled pursuant to Chapter 9.10, Wis. Stats. A majority of members-elect of the Board may dismiss from office for malfeasance of any member of the Board. The Board shall provide by resolution the manner of hearing and disposing of complaints against Board members.

The initiation of any investigation of alleged malfeasance or misconduct shall require a recorded affirmative vote of two-thirds of the Board's current membership.

A recorded affirmative majority vote of the Board's current membership shall be required to dismiss any Board member from office for malfeasance.

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Legal	9.10, Wis. Stat.
	119.12 (1), Wis. Stat.



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	ORIENTATION
Code	po0142.7
Status	From Neola

0142.7 - ORIENTATION

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures. The Board Clerk shall coordinate an orientation for new Board members to take place no later than their first regular meeting as a Board member.

The orientation materials shall include:

- A. access to the Board policy manual;
- B. a copy of the relevant State statutes for which Board members are responsible;
- C. a copy of the current employee handbook;
- D. a copy of any current employee collective bargaining agreements, if any;
- E. information about how to access the current budget statement and related fiscal materials;
- F. contracts, employment arrangements, job descriptions, evaluation process/forms, and other pertinent employment documents of Executive Officers.

The Board will provide and maintain a library of publications and reference materials for the use of Board members.

Each new Board member shall be invited to meet with the Board President, the Superintendent, the Senior Director, the Financial Planning and Budget Director, and other Cabinet members, as available, to discuss Board functions, policies, and procedures.

The Board Clerk shall arrange for the orientation of new Board members to include:

- A. a briefing on public records and open meetings laws;
- B. training on the basics of parliamentary procedure;
- C. a review of the Board member Code of Conduct and Code of Ethics; and
- D. a training on contracted school services.

All newly seated board members shall be asked to sign a copy of the Code of Conduct, indicating that they agree to adhere to its provisions.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	AUTHORITY OF INDIVIDUAL BOARD MEMBERS
Code	po0143
Status	From Neola

0143 - AUTHORITY OF INDIVIDUAL BOARD MEMBERS

Individual members of the Board do not possess the powers that reside in the Board itself (see Bylaw 0121 - Authority of the Board). The Board speaks through its actions set forth through motions, resolutions, and other official actions taken at Board meetings and officially noted in the minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law.

Board member information requests will be considered under the procedures outlined in Bylaw 0143.2 - Board Member Information Requests.

While discharging their responsibilities through official action of the Board as a whole, Board members are considered State officers with school district jurisdiction over the execution of the State's school laws. Although the Board is a quasi-corporation composed of its members, those members, individually or collectively, may exercise their authority over the affairs of the school system only by vote at a legally convened meeting of the Board. This is in accordance with numerous court decisions that have stated that, even though school boards are continuing bodies, they exist only when in formal session.

Board members should respect the Board's commitment to work through its chief executive officers by requesting desired information about the schools directly from such officers; by referring suggestions for new District policies to such officers for their professional advice; by refusing to entertain any complaint until after its executive officers have had an opportunity to fully investigate and respond; by refraining from making recommendations with respect to appointment and promotions of employees; and by wholeheartedly supporting Board-approved actions of the executive officers.

Individual board members are free to express their personal opinions to other legislative bodies, but in doing so should clearly delineate when they speak for themselves and when they represent the Board.

Board members are free to contact any MPS employee for information that will help in carrying out the Board member's responsibilities. Additionally, any employee may contact a Board member to offer information that the employee reasonably believes would aid the Board member in their responsibilities. In all such contact, the Board member shall be cognizant of the need to refrain from interfering with an employee's job responsibilities or the chain of command. This policy, however, shall not be taken as permission for employees to harass Board members.

No MPS employee shall suffer adverse employment consequences, retaliation, or harassment for contacting a Board member to offer information that the employee reasonably believes would assist the Board in carrying out its responsibilities.



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	PUBLIC EXPRESSION OF BOARD MEMBERS
Code	po0143.1
Status	From Neola

0143.1 - PUBLIC EXPRESSION OF BOARD MEMBERS

The Board President functions as the official spokesperson for the Board. (see Bylaw 0144.5 - Board Member Behavior, Communications, and Code of Conduct)

From time-to-time, however, individual Board members make public statements, or statements to individuals, on school matters:

- A. to local media;
- B. on social media;
- C. to members of the community;
- D. to local officials and/or State officials.

Sometimes the public statements, or statements to individuals, by Board members imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents may cause issues for the member, the Board, as well as the District. Therefore, Board members should, when writing or speaking on school matters on social media, to the media, members of the community, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

- A. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter;
- B. routine, not for publication, correspondence of the Superintendent and other Board employees;
- C. routine "thank you" letters of the Board;
- D. statements by Board members on non-school matters (providing the statements do not identify the author as a member of the Board);
- E. personal statements not intended for publication.

Copies of this bylaw shall be posted on the District website.



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	BOARD MEMBER INFORMATION REQUESTS
Code	po0143.2
Status	From Neola

0143.2 - BOARD MEMBER INFORMATION REQUESTS

It is important for the Board members to be informed about the operation of the District. The administrative team will provide information to keep Board members informed of District operations. As a general rule, information will be distributed to the entire Board.

In order to provide individual Board members with information they request in an effective and efficient manner, the following procedures will be used:

- A. Individual Board members possess all the rights granted to them as citizens of the community, including access to public records. Requests by individual Board members for documents which would be exempt from disclosure to the general public will be presented to the Board for review. The Board will review the request and make a determination as to whether or not the documents will be released to the Board member, consistent with State law.
- B. Any request by an individual Board member involving substantial preparation costs and considerable use of staff time shall require approval by the Board. The requests, discussion of them, and action indicated will become part of the record of the Board through the meeting minutes for follow-up and subsequent reference.
- C. The appropriate Executive Officer(s) will discuss with the Board President the validity of any requests as deemed necessary. In making requests for information, data, etc., Board members will make all such requests through Board action unless the request meets the criteria given below:
 - 1. Individual Board members may request and obtain statistics and reports, etc., that are readily available. All such requests will be submitted to the appropriate Executive Officer who will have their staff gather the information or material.
 - a. Individual Board members may use materials obtained to compile or organize data or statistics to meet their needs.
 - b. Individual Board members may request that materials obtained be disseminated to all Board members.
 - 2. Board members who request statistics and reports which require substantial investment of time by the administration to fulfill will prepare the request in writing and submit them to the appropriate Executive Officer who will distribute copies to the Board via the Office of Board Governance. The requests will be reviewed at the next meeting, if possible, by the Board and Superintendent to clarify the request and determine in the context of other priorities if and when the administrative staff should respond to it. The requests, discussion of them, and action indicated will become part of the record of the Board through the meeting minutes for follow-up and subsequent references.
 - 3. Release of documents to individual Board members will comply with applicable State laws.
 - 4. The Executive Officers will discuss with the Board President the number of requests and legality of requests. The Board may impose limitations on volume, scope, and timing of information requests (other than public records requests) by Board members.



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	BOARD COMPENSATION
Code	po0144.1
Status	From Neola

0144.1 - BOARD COMPENSATION

Salary

Board members shall receive an annual salary to be paid monthly in the amount set by the Board, unless the member has provided timely annual notice of refusal to accept the salary. Notice must be provided prior to taking the oath of office and performing any service for the initial year of election or appointment and may be renewed for subsequent years by notice at least thirty (30) days prior to the member's taxable year unless statutory exceptions apply. Board members not included in the preceding sentence may refuse to accept the salary by providing notice to the Board Clerk and Treasurer at least thirty (30) days before the start of the Board member's next taxable year. Although the notification applies only to that taxable year, Board members may renew the refusal to accept the salary by sending timely annual notification.

The Board shall review its compensation annually at its Organizational Meeting.

Board Member Health Insurance

While in office, Board members are eligible to participate in the District's group health and dental plans, subject to payment of any required premium contributions. Board members are subject to the same premium contribution calculation as are the Superintendent, the Board Clerk/Chief Officer, Office of Board Governance, and cabinet members.

Board members are eligible to continue on the District's group health insurance plans upon leaving the Board, provided that they are at least 55 years old and have served a minimum of eight (8) full years on the Board. In such case, the Board member will be considered to have retired and be covered by the Board policies governing retiree health that are applicable to cabinet members. These Board policies include, but are not limited to, the Board policies regarding continuous coverage, membership, premium contributions, enrollment in Medicare, and coverage of the surviving spouse of a retired employee.

While the prior paragraph terminated on the date of the Board's 2001 organizational meeting, previous Board members who were in office as of January 25, 2000, and who are already qualified for this benefit as of September 1, 1999, shall be allowed to retain this benefit.

Equipment and Supplies

The Board will supply members with equipment and supplies that are reasonable and necessary for the performance of their duties. These may include a laptop or Chromebook, a District cellphone, and office supplies. Technology and fixed assets issued to a Board member are the property of the District must be returned when the member leaves office. Use of technology devices by a Board member is subject to the District's acceptable use policies.

Travel

Board member travel shall be paid for or reimbursed in accordance with Policy 0175.1 - Travel.

Legal	119.12 (3), Wis. Stat. 119.13, Wis. Stat.
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Cross References	Policy 075.1, Travel
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	BOARD MEMBER CONFLICT OF INTEREST
Code	po0144.3
Status	From Neola

0144.3 - BOARD MEMBER CONFLICT OF INTEREST

Board members shall perform their official duties in an ethical manner and free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

- A. no member of the Board may be employed by the Board or by the Department of Employee Trust Funds in any capacity for which a salary is paid or compensation is received for services rendered during the term for which the Board member was elected or for two years after the expiration of the term;
- B. no Board member may have any interest in the purchase or sale of property by the City for the use or convenience of the schools;

Any contract which is made in violation of this provision shall be invalid, and any person violating this provision shall be removed from their position.
- C. no Board member shall use their position as a Board member to obtain financial gain or anything of substantial value for themselves, immediate family as defined in 19.42(7), Wis. Stats., or any organization with which the Board member is associated;
- D. no Board member shall accept any offer of anything of value from a person either directly or indirectly, nor shall solicit or accept anything of value, if it could be reasonably expected to influence the Board member's actions;
- E. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with the Board member's duties and responsibilities in the school system and as a public officer;
- F. when a member of the Board determines that the possibility of such a personal or financial interest conflict exists, the Board member should, prior to the matter being considered, disclose their interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon. In the event that the potential conflict involves a program or activity in whole or in part financed through Federal grant funds, the potential conflict of interest must be disclosed to the Federal granting agency consistent with the requirements of the particular granting agency;
- G. Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in a contract with the District in an amount that exceeds \$15,000 annually or by participating in making or performing some function as a Board member with respect to a contract in which the Board member has a private pecuniary interest, unless statutory exceptions apply;
- H. no member of the Board shall hold a paid position within the School District, regardless of the type or level of position or manner of pay. However, a Board member may serve as a volunteer coach, supervisor of an extra-curricular activity, or bus driver in accordance with 120.20, Wis. Stats., and provided for in Policy 8120 - Volunteers.

Legal

- 19.42(7), Wis. Stats.
- 19.59, Wis. Stats.
- 119.66, Wis. Stats.
- 946.13, Wis. Stats.



MILWAUKEE
PUBLIC SCHOOLS

Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	INDEMNIFICATION
Code	po0144.4
Status	From Neola

0144.4 - INDEMNIFICATION

After consultation with appropriate legal counsel, the Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member or employee to the extent allowed under the law.

Generally, if a Board member is made a defendant in any legal proceeding pertaining to any act performed in good faith in their official capacity as a member of the Board, the Board shall furnish legal counsel to represent and defend such member. In such cases, if the City Attorney does not provide representation, then the Board shall provide private legal counsel to defend the member.

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Legal	895.35, 895.46, Wis. Stats.
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT
Code	po0144.5
Status	From Neola

0144.5 - BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the legal position of the District should be avoided.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

General Expectations of All Board Members

- A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- C. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, and conflicts of interest (see Bylaw 0144.3 - Board Member Conflict of Interest).
- D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- G. Treat others with respect and dignity at all times, and maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- H. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.
- I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.

- J. Render all decisions based on the available facts and independent judgment.
- K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
- L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent.
- M. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.
- N. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards and the National School Boards Association.
- O. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- P. Refrain from using their Board positions for personal partisan gain.
- Q. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- R. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
- S. No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.

Conduct in Meetings

- A. The Board will conduct meetings in accordance with the parliamentary procedures (see Bylaw 0161 - Parliamentary Authority).
- B. Board members will adhere to the standards of conduct set forth in the section of Robert's Rules of Order on Decorum in Debate (§43), including the following standards:
 - 1. confining remarks to the merits of the pending question;
 - 2. refraining from attacking a member's motives;
 - 3. addressing all remarks through the chairperson;
 - 4. avoiding the use of members' names;
 - 5. refraining from speaking adversely on a prior action not pending;
 - 6. refraining from speaking against one's own motion;
 - 7. reading from reports, quotations, etc. only without objection or with permission;
 - 8. yielding the floor during an interruption by the chairperson; and
 - 9. *refraining from disturbing the assembly.*
- C. Board members will refrain from using an official meeting of the Board for any purpose other than the business stated in the call of the meeting. Prohibited activities include election-related campaigning on one's own behalf or on behalf of others, and activities outlined in the Board's Code of Ethics.
- D. The Chairperson will adhere to the rule against their own participation in debate, and will relinquish the chair according to the Rules Governing Debate (§43) in Robert's Rules of Order.
- E. The Chairperson will use the powers of the chair to enforce this bylaw.

- F. Board members have the right to request during a meeting that the Chairperson enforce this bylaw and to seek further relief, including censure of the offending member, if the violation is not satisfactorily addressed at the time of its occurrence.

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1 - Public Expression of Board Members).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board. The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether the member of the Board is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

Board Member Interaction with Staff

- A. Each Board member is expected to make no attempt to exercise authority over the organization except through setting and following explicit written Board policies.
- B. While the Board expects the Superintendent and staff to give individual Board members common courtesy, it does not require that the Superintendent and staff heed any individual Board member's opinions or instructions (see Bylaw 0143 - Authority of Individual Board Members).
- C. Individual members' interactions with the Superintendent or staff must recognize that individual members have no authority over staff and no authority to insert themselves into staff operations except when explicitly authorized by the Board (see Bylaw 0143 - Authority of Individual Board Members).
 - 1. In their dealings with District staff, at all levels, Board members shall always strive to be humane, fair, and dignified.
 - 2. No member of the Board can place themselves between staff members in their disputes or negotiations.
 - 3. No member of the Board can attend or serve on staff committees or engage in solving staff problems.
 - 4. No member of the Board may become directly involved in solving a parental or citizen complaint at the staff level. Board members will ensure that the Superintendent is informed of the issue so that the Superintendent may have appropriate staff members respond.
- D. Nothing contained in the preceding section C is intended to restrict or discourage normal and open communication among the Board, staff, and community.

Board members access to and request for School District records and information is governed by Board Bylaw 0143.2 - Board Member Information Requests.

Board Member Records and Confidentiality

Each Board member is an elected official responsible for preserving all public records the Board member creates, and to comply with requests to inspect such records. If a record concerns the operations of the District, it is a District record and is subject to public inspection regardless of whether it was created and/or stored on a District-owned or a privately owned medium. Board members shall maintain District records and provide access to them in accordance with District policy and applicable law. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310 - Public Records).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed session meetings of the Board.

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, the Senior Director of the Office of Accountability and Efficiency (OAE), or the Board Clerk.

The President, the Senior Director OAE, or the Board Clerk shall review the complaint and determine whether the officer can investigate the matter or if the matter should be considered by the Board. The District's legal counsel may be consulted when necessary. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

A majority of members-elect of the board may dismiss from office for malfeasance any member of the board. The board shall provide by resolution the manner of hearing and disposing of complaints against a board member. The Board may also consider the following:

- A. Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board. (See Bylaw 0144.51 - Procedures to Censure or Remove a Board Member)
- B. Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155 - Committees. (See Bylaw 0144.51 - Procedures to Censure or Remove a Board Member)
- C. Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.
- D. Referral to proceed with efforts to judicially remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office. (See Bylaw 0144.51 - Procedures to Censure or Remove a Board Member)
- E. Referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct.
- F. Other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

Acknowledgement

All newly seated Board members shall be asked to sign a copy of this Bylaw ("Code"), indicating that the Board member agrees to adhere to its provisions.

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Legal 17.13, Wis. Stats.
 946.12, Wis. Stats.
 The Consortium of State School Board Associations
 The National Association of School Boards
 The Wisconsin Association of School Boards

119.12(1), Wis. Stat.



MILWAUKEE
PUBLIC SCHOOLS

Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	BOARD MEMBER CENSURE
Code	po0144.51
Status	From Neola

0144.51 - BOARD MEMBER CENSURE

A majority of the Board's current membership may censure any member of the Board for misconduct in office or for violation of Board rules.

The Board shall provide a process for investigating, hearing, and disposing of complaints against a Board member.

The initiation of said investigation of alleged misconduct shall require a recorded affirmative vote of two-thirds of the Board's membership.

Censure of a Board member for misconduct in office or for violation of Board rules shall require a recorded affirmative majority vote of the Board.

Milwaukee Public Schools

Legal	119.12, Wis. Stats.
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	PROCEDURES TO CENSURE OR REMOVE A BOARD MEMBER
Code	po0144.52
Status	From Neola

0144.52 - PROCEDURES TO CENSURE OF REMOVE A BOARD MEMBER

Pursuant to section 119.12(1) of the Wisconsin Statutes, the Board is required to adopt procedures by resolution, for hearing and disposing of complaints against a Board member.

- A. When a complaint of misconduct in office, malfeasance, or violation of Board Rules is made by one or more Board members against another Board member, the Board shall appoint a committee to investigate the complaint or concern. The initiation of the investigation shall require a recorded affirmative vote of two-thirds of the Board's membership.
- B. The Board may elect to appoint a committee of at least two Board members to conduct the investigation, or the Board may elect to appoint a committee of non-Board members to conduct the investigation.
 - 1. If, after preliminary investigation, the committee determines that credible evidence does not exist to support a self-evident case of misconduct in office, violation of Board Rules, or acts of malfeasance, the committee shall dismiss the concern.
 - 2. If, after preliminary investigation, the committee determines that there is credible evidence to support a self-evident case of misconduct in office, violation of Board Rules, or acts of malfeasance, the committee shall set a time, date, and location for a hearing before the committee. The committee shall draft written notice of the particulars of the alleged offense.
- C. At least five (5) days prior to the hearing before the committee, the committee shall personally serve on the accused Board member, or send to the accused Board member by certified mail, a written notice which sets forth the time, date, and location of the committee hearing, as well as the particulars of the alleged offense.
- D. The committee may, upon written request of the accused Board member, grant a postponement of the commencement of the committee's hearing for a period not to exceed thirty (30) calendar days.
- E. The accused Board member may be represented by counsel and shall have the opportunity to present witnesses and to confront and cross-examine adverse witnesses at the committee's hearing.
- F. The Board President, or Vice President in the event the President is the accused Board member, shall, upon request of any committee member or the accused Board member or counsel, issue subpoenas for the attendance of witnesses or the production of documents.
- G. All testimony taken at the committee's hearing shall be given under oath. A transcript and written record of the committee hearing shall be produced. After hearing evidence and arguments, the committee shall prepare written findings of fact and a recommendation for the full Board.
- H. The full Board shall review the transcript and written record of the hearing and the committee's findings of fact and recommendation. The Board may, at its discretion, hear further testimony and receive further evidence.
- I. As soon as practicable after the conclusion of the hearing, the full Board shall vote as to whether, by a preponderance of the credible evidence, the accused Board member has engaged in misconduct in office, an act of

malfeasance, or has violated Board Rules.

1. If the Board finds, by a recorded affirmative majority vote of Board's membership, that the accused Board member has violated one or more Board Rules, the Board member shall be deemed censured.
2. If the Board finds, by a recorded affirmative majority vote of Board's membership, that the accused Board member has, pursuant to 946.12, Wis. Stats., engaged in misconduct in office, the Board member shall be deemed censured.
3. If the Board finds, by a recorded affirmative majority vote of Board's membership, that the accused Board member has committed an act of malfeasance, the Board member shall be dismissed from office, and their seat on the Board shall thereupon be vacant and their term in office shall be considered unfilled.

Milwaukee Public Schools



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	BOARD MEMBER CODE OF ETHICS
Code	po0144.6
Status	From Neola

0144.6 - BOARD MEMBER CODE OF ETHICS

Board members recognize that they are public officials who are accountable to the residents of the City of Milwaukee. As such, Board members will maintain the highest standards of ethical conduct, avoiding both the actuality and the appearance of a conflict of interest. This Code of Ethics is intended to support Board members in the achievement of such standards. See also Bylaw 0144.3 - Board Member Conflict of Interest.

A. General Statement of Board Ethics

1. The Board operates under the laws and constitutions of the State of Wisconsin and of the United States of America. Board members recognize that they represent the people within the jurisdiction of MPS for the primary purpose of educating students of the District and carrying on such ancillary functions mandated by State law, or made discretionary under the law, but authorized by the Board. Board members shall take no private action that will compromise the District, the Board, or the Administration.
2. Board members shall further recognize that they have fiduciary responsibilities to the District. A Board member shall not engage in conduct that would be likely to injure the good name of the Board or District; to hamper or interfere with the Board's work; or to expose the District to legal liability. Board members should strive to exercise their best judgment regarding the interests of the District.
3. Board members will act cooperatively, bearing in mind the best interests of the people in the jurisdiction of MPS and of the students whom the Board serves. This ethical stance, however, should not inhibit or discourage differences of opinion among Board members as they deliberate how to best serve the interests of the people or to achieve the goals to be reached; nor is this stance to be considered an inhibition of Board members' attempts to improve and change State or Federal laws, Board bylaws or Board policies, or methods employed in the educational process.
4. Individual Board members are free to express their personal opinions to other legislative bodies, but in doing so should clearly delineate when they speak for themselves and when they represent the Board.

B. Relationship of the Board to its Executive Officers

1. The Board recognizes that its primary function is to determine the District policies and processes by which the educational process is accomplished; to review those policies and processes from time to time; and to investigate their effectiveness, as needed. Policy determination includes, among other things, hiring personnel to administer and to operate the District and the delegation of authority to proper personnel to ensure that others follow the District's policies.
2. Board members should adhere to the "division-of-labor" principle implicit in the organization of public education that assigns legislative, policy making, and judicial functions to the Board and that delegates administrative responsibilities and the detailed, technical duties of management to its executive officers. A Board member shall not interfere with the administration or implementation of District policies by its chief executive officers, who are the Superintendent, the Board Clerk/Chief Officer, Office of Board Governance, and the Senior Director, Office of Accountability and Efficiency.

3. Board members should respect the Board's commitment to work through its chief executive officers by requesting desired information about the schools directly from them; referring suggestions for new District policies to them for their professional advice; giving such officers an opportunity to fully investigate and respond to concerns; refraining from making recommendations with respect to appointment and promotions of employees; and wholeheartedly supporting approved actions of the chief executive officers.
4. Board members are free to contact any MPS employee for information that will assist in carrying out a Board member's responsibilities. Additionally, any MPS employee may contact a Board member to offer information which the employee reasonably believes would aid the Board member in that member's Board responsibilities. In all such contact, the Board member shall be cognizant of the need to not interfere with the employee's job responsibilities or the chain of command. This Bylaw shall not be taken as permission for employees to harass Board members.
5. The Board will seek to keep itself informed of the functioning of the school system through information received from its chief executive officers. The Board, however, may, under special circumstances, require other junior administrators to report to the Board on specific matters.
6. Board members shall maintain the confidentiality of information that is protected from disclosure by law, including information disclosed in executive sessions that are held pursuant to the Wisconsin Open Meetings Law.
7. The Board will also welcome public comments to learn the effect of its bylaws and District policies in practice. Inquiries or concerns addressed to individual Board members should be shared as appropriate with the Superintendent, the Board Clerk/Chief Officer, Office of Board Governance, or the Senior Director, Office of Accountability and Efficiency.

C. Professional Development

Board members will continue to keep themselves informed about developments in educational theory, policy, practice, and legislative developments. They will be alert to the nature and character of educational issues, especially within the Board's jurisdiction and in the State of Wisconsin. Board members, therefore, as a District policy, will support in-service educational opportunities for staff and participate in the work of school board associations and educational associations.

D. Meeting Attendance

Board members recognize their responsibilities to attend regular Board and committee meetings in order to function effectively.

E. Gifts and Gratuities

Gifts and gratuities shall be defined as any goods or services for which a monetary value may be assessed. No Board member shall accept any gift or gratuity from any person, group, or firm that does business with, or is currently attempting to do business with, the District.

F. Consulting and Honoraria

Board members meet with people, clubs, conventions, special interest groups, and school and parent groups as a regular part of their duties. As such, Board members may not receive any payment or honorarium in exchange for meeting with individuals or organizations or for participating in events sponsored by them. Board members may, however, accept lodging, transportation, and refreshments. Board members receiving such items in the course of performing their duties must file a disclosure statement within thirty (30) days, listing the circumstances under which the items were received and the approximate value thereof if the value exceeds \$25.

G. Conflicts of Interest

1. Board members shall refrain from any private business or professional activity that would create conflict between their personal interests and the interests of MPS.
2. Board members shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest that are incompatible with the impartial and objective performance of their duties.

3. A Board member may not take any official action pertaining to a matter in which the Board member or a member of the Board member's family has a substantial financial interest.
4. Board members shall not, directly or indirectly, seek or accept personal gain that would influence, or appear to influence, the conduct of their official duties.
5. During the Board member's elected term, and for two years thereafter, no Board member may be employed by the Board or by the Wisconsin Department of Employee Trust Funds (ETF) in any capacity for which a salary is paid by the Board or ETF. No Board member may have any interest in the purchase or sale of property by the City for the use or convenience of the schools. Pursuant to 119.66, Wis. Stats., any violations within this subsection shall result in a Board member's removal from office.
6. If any Board member, or any member of the Board member's immediate family, is employed by, or is an agent of, a vendor who supplies or seeks to supply goods and services to MPS, the Board member shall disclose this relationship on a form supplied by the Office of Board Governance.

H. Nepotism

1. No Board member shall vote to employ or contract with any person who is related to to the Board member by blood (whole or half-blood) or who is related by marriage to that Board member, or use their status as a Board member to influence the employment, appointment, evaluation, transfer, or promotion of any such relative to a position of employment with MPS.
2. A person "related by blood" shall be defined as father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandchild, grandparent, or first cousin, and shall include legal guardianships as well as legal adoptions.
3. A person "related by marriage" shall be defined as husband, wife, son-in-law, daughter-in-law, brother-in-law, wives of brothers-in-law, sister-in-law, husbands of sisters-in-law, father-in-law, mother-in-law, step-child, and step-parent.

I. Sanctions

Board members are alerted to additional provisions in the Wisconsin Statutes governing conduct in office, which include:

1. 946.12 and 946.13, Wis. Stats., which list activities of misconduct in public office and prohibit private interests in public contracts, respectively. An individual found in violation of either section is guilty of a Class I felony; and
2. 118.12(2), Wis. Stats., which prohibits receiving, selling, promoting, or soliciting the sale of any goods or services while on District property or at a District activity. An individual found in violation of this section is subject to a forfeiture of \$200.00 for each offense.

Milwaukee Public Schools



MILWAUKEE
PUBLIC SCHOOLS

Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	LEGISLATIVE REPRESENTATION
Code	po0144.7
Status	From Neola

0144.7 - LEGISLATIVE REPRESENTATION

The Legislative Policy Manager shall be the Board's legislative representative, but the Committee on Legislation, Rules and Policies may arrange for such additional representation as it may deem advisable.

Members of the Board and those persons authorized to speak on its behalf with respect to legislation being considered by the Wisconsin legislature or committees thereof shall be guided by the position taken by the Board — or by the Committee on Legislation, Rules and Policies in the interim between Board meetings — with respect thereto.

Individual Board members are free to express their personal opinions to other legislative bodies, but in doing so should clearly delineate when they speak for themselves and when they represent the Board.

Milwaukee Public Schools



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	BOARD MEMBER ANTI-HARASSMENT
Code	po0145
Status	From Neola

0145 - BOARD MEMBER ANTI-HARASSMENT

The Board is committed to an environment that is free of harassment. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

The harassment of a District staff member, student or another Board member by a member of the Board is strictly forbidden. Any member who is found to have harassed a member of the staff, a student or another Board member, will be subject to discipline by the Board and may be reported to law enforcement authorities. (See Policy 0144.5 - Board Member Behavior, Communications, and Code of Conduct)

The Board believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the District and intolerable in an environment in which students and staff members of this District function.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation. (See also Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, and Policy 3122 - Nondiscrimination and Equal Employment Opportunity.

Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct based on sex or one of the other Protected Classes referenced above, is such that a reasonable person under the same circumstances as the person/employee would consider the conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment. (See also Policy 3362.01 - Threatening Behavior Toward Staff Members)

Legal

118.13, 120.13(1), 111.32(13), 111.36(1) Wis. Stats.

P.I. 9, Wis. Adm. Code

Title IX Education Amendments of 1972, Chapter 227



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	ANNUAL ORGANIZATIONAL MEETING
Code	po0151.1
Status	From Neola

0151.1 - ANNUAL ORGANIZATIONAL MEETING

Continuity of the Board

The Board shall hold its annual organizational meeting on the fourth Tuesday in April, except that, when the fourth Tuesday is a legal holiday, the meeting shall be held on the following Thursday. The meeting shall be called to order by the Board Clerk who shall serve as presiding officer until the election of the Board President.

The Board is a continuing body. Any unfinished business before the Board or any of its standing or special committees on the date of its annual organizational meeting shall be considered as pending before the newly organized Board.

Before taking office, members of the Board who were elected or re-elected at the spring election shall take the official oath of office (see Policy 0142.4 - Oath). The officer administering the oath shall certify it and file it with the City Clerk. The oath shall be taken after the adjournment of the regular April Board meeting but before the call of the organizational meeting. Newly elected and re-elected Board members shall begin their term upon being seated at the organizational meeting.

Election of Officers

The Board shall elect a president from among its members to serve for one year and until a successor is chosen.

The Board may elect a vice president. Should the office of president become vacant between organizational meetings, the vice president shall serve as president, and the Board shall, at its next regular meeting, elect a new vice president to serve until the annual organizational meeting.

The method of election shall be by roll call vote. Nominations shall be made from the floor, and a nominee shall receive a majority vote of the entire Board's membership for election to office.

The Board shall designate a clerk to serve for the ensuing year.

Order of Business for the Annual Organizational Meeting

The order of business at the organizational meeting shall be as follows:

- A. Call to order by the Board Clerk
- B. Seating of newly elected Board member(s)
- C. Roll call
- D. Election of temporary presiding officer
- E. Election of Board president
- F. Election of Board vice president (optional)

G. Designation of Board Clerk

H. Appointment of the Boards' delegates

I. Reports of special committees

J. Unfinished business

K. New business

L. Annual Review of Board member compensation

M. Consideration of the Board's calendar for the ensuing year

N. Communications and petitions (for introduction and referral)

O. Resolutions (for introduction and referral)

P. Adjournment

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Legal

119.10(2), Wis. Stat.



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	COMMITTEES
Code	po0155
Status	From Neola

0155 - COMMITTEES

General

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the contemplated closed meeting pursuant to 19.84, Wis. Stats. In addition, committee meetings may provide for a period of public comment, and recording appropriate minutes of the meeting. A committee shall require a quorum, consisting of a majority of its members, to make any recommendations to the Board.

Standing Committees

A. There shall be five (5) regular standing committees of the Board:

1. the Committee on Parent and Community Engagement;
2. the Committee on Student Achievement and School Innovation;
3. the Committee on Strategic Planning and Budget;
4. the Committee on Legislation, Rules and Policies; and
5. the Committee on Accountability, Finance, and Personnel.

B. The powers and duties of each of these committees are provided in the following Board Bylaws:

1. Bylaw 0155.2 - Committee on Parent and Community Engagement;
2. Bylaw 0155.3 - Committee on Student Achievement and School Innovation;
3. Bylaw 0155.4 - Committee on Strategic Planning and Budget;
4. Bylaw 0155.5 - Committee on Legislation, Rules, and Policies;
5. Bylaw 0155.6 - Committee on Accountability, Finance, and Personnel.

C. The following committees shall have five members each:

1. Committee on Parent and Community Engagement;
2. Committee on Student Achievement and School Innovation;

3. Committee on Legislation, Rules, and Policies;

4. Committee on Accountability, Finance, and Personnel.

D. All Board members shall be members of the Committee on Strategic Planning and Budget.

E. The President is authorized to appoint, as soon after the Annual Organizational meeting as practicable, members of the Board to standing committees where they shall serve a term of one (1) year. The President shall further designate the Chair and Vice-Chair of these committees.

F. The Board may remove a member's committee assignments in accordance with the Board's Code of Conduct (see Policy 0144.5 - Board Member Behavior, Communications, and Code of Conduct). The President may continue to withhold committee assignment after the next annual Organizational Meeting.

G. The Superintendent shall serve as an ex-officio member of each committee.

Special Committees and Subcommittees

A. Special committees consisting of Board members and/or other persons may be appointed by the Board or by the Board's President from time to time.

B. All *standing committees may appoint subcommittees, as needed, consisting of committee members and others.*

C. Special committees and subcommittees shall handle only such matters as are referred to them and, unless otherwise provided, shall report to the Board or, if appointed by committees, to the committees by which they were appointed.

D. Special committees and subcommittees shall be subject to State statutes and Board bylaws and District policies.

Functional Committees

A. Functional committees shall handle matters as set forth in a committee charge and shall consider major District initiatives or issues, making periodic reports to the Board.

B. Functional committees may be appointed by the Board or by the Board's President.

C. Functional committees may consist of no less than three (3) and no more than seven (7) Board members.

D. No more than three functional committees shall exist at any given time during a Board year.

Advisory Committees

The Board may create advisory committees for the purpose of establishing better communication with, and involvement of, the community in dealing with particular needs. The Board President shall have authority to appoint these committees. Advisory committees shall operate in accordance with Policy 0155.7 - Board Advisory Committees.

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Legal

119.10(2), Wis. Stat.



MILWAUKEE
PUBLIC SCHOOLS

Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	COMMITTEE MEETINGS
Code	po0155.1
Status	From Neola

0155 - COMMITTEE MEETINGS

Meetings of Board committees shall adhere to the following standards:

- A. Unless otherwise ordered by the respective chair, standing committees shall meet at 5:30 p.m., or pursuant to the schedule adopted by the Board on an annual basis.
- B. The Committees on Parent and Community Engagement, on Student Achievement and School Innovation, and on Accountability, Finance, and on Personnel shall meet monthly, except in April and July.
- C. The Committees on Strategic Planning and Budget and on Legislation, Rules and Policies shall meet at the call of the respective committee chairs.
- D. Special meetings of committees and meetings of special and functional committees shall be held at the call of the respective committee chairs or upon the written request of two committee members. Such request from committee members shall state the time, place, and purpose(s) of the meeting.
- E. No meetings of the Board or its Committees shall be scheduled on any election day, including days of primary elections.
- F. All meetings shall take place in the auditorium of the Central Services building unless otherwise noticed.

Milwaukee Public Schools



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	COMMITTEE ON PARENT AND COMMUNITY ENGAGEMENT
Code	po0155.2
Status	From Neola

0155.2 - COMMITTEE ON PARENT AND COMMUNITY ENGAGEMENT

The Committee on Parent and Community Engagement shall have the following powers and duties:

A. Special Needs Programs

1. The Committee on Parent and Community Engagement shall monitor and assess the District's and schools' progress in meeting State and Federal mandates, as well as the Board's goals and standards in all matters relating to serving students with special needs.
2. The Committee on Parent and Community Engagement shall consider, evaluate, and monitor the District's and schools' compliance with legal responsibilities, reform initiatives, and recommendations of parent and advocacy groups, as well as the District's development of policy in the area of special education.
3. The Committee on Parent and Community Engagement shall have oversight responsibility relative to the monitoring of organizational performance for all departments, functions, initiatives, schools, and District services, and activities pertaining to students with special needs.
4. The Committee on Parent and Community Engagement shall review all reports issued relating to special education to ensure that departments, divisions, and schools implement recommendations for internal control, compliance, and program effectiveness so that the Board can assure the public that all special education programs and operations are effectively serving students with special needs.

B. Community and Parental Involvement

The Committee on Parent and Community Engagement shall address all issues involving Title I, recreation, parental involvement, community learning centers (CLCs), community partnerships, and all other parental and community concerns addressed at public hearings.

Milwaukee Public Schools



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	COMMITTEE ON STUDENT ACHIEVEMENT AND SCHOOL INNOVATION
Code	po0155.3
Status	From Neola

0155.3 - COMMITTEE ON STUDENT ACHIEVEMENT AND SCHOOL INNOVATION

The Committee on Student Achievement and School Innovation shall have the following powers and duties:

- A. The Committee on Student Achievement and School Innovation shall consider and make recommendations to the Board on emerging issues and new ideas in education and their relationship to achievement of the Board's goals and standards.
- B. The Committee on Student Achievement and School Innovation shall serve as the primary vehicle for discussing programs, initiatives, reforms, and other subjects needing public input.
- C. The Committee on Student Achievement and School Innovation shall consider instructional reform issues and plans, charter school and partnership school proposals and contracts, innovative school proposals, proposals and plans for closing/reconstituting schools, graduation standards and benchmarks, K-12 learning goals and curriculum reform; establishment of measurement criteria or standards; non-routine, futuristic instructional items; decentralization initiatives; and development in the area of its focus.

Milwaukee Public Schools



MILWAUKEE
PUBLIC SCHOOLS

Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	COMMITTEE ON STRATEGIC PLANNING AND BUDGET
Code	po0155.4
Status	From Neola

0155.4 - COMMITTEE ON STRATEGIC PLANNING AND BUDGET

The Committee on Strategic Planning and Budget shall have the following powers and duties:

- A. The Committee on Strategic Planning and Budget shall consider and make recommendations to the Board on all matters pertaining to budget development.
- B. The Committee on Strategic Planning and Budget shall consider the School Operations, Food Services, Categorical Aids, Extension, and Construction Fund budgets prepared by the Superintendent and shall make recommendations to the Board with respect thereto. Copies of the proposed budgets shall be furnished to each Board member before the Board's statutory public hearing on the proposed budgets.
 - 1. Each year, the Board shall hold a public hearing on the proposed school budgets for the next fiscal year.
 - 2. The hearing shall be held at a time fixed by the Board, which shall be at least five (5) days before making its annual budget report to the Common Council, on or before the first Monday in August each year.
- C. The Committee on Strategic Planning and Budget shall be responsible for the development of strategic planning processes and plans.
- D. The Committee on Strategic Planning and Budget shall have oversight relative to the annual audit plan.

Milwaukee Public Schools

Legal	119.44(1), 119.16(8) (9), Wis. Stats.
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	COMMITTEE ON LEGISLATION, RULES, AND POLICIES
Code	po0155.5
Status	From Neola

0155.5 - COMMITTEE ON LEGISLATION, RULES, AND POLICIES

The Committee on Legislation, Rules, and Policies shall have the following powers and duties:

- A. The Committee on Legislation, Rules, and Policies shall consider proposed local, State, and Federal legislation affecting the Milwaukee Public Schools and shall make recommendations to the Board relative thereto. It shall also consider proposed changes in laws, the Board's Bylaws/Policies Manual, and Board governance policies affecting education generally and, to the extent deemed advisable by the Committee, make recommendations to the Board with respect thereto.
- B. In the absence of official action with respect to representation on policy matters, the chair of the Committee on Legislation, Rules, and Policies, or their designee, shall attend meetings of city, county, and State officials and departments when the Board is to be represented at such meetings and, if deemed advisable or necessary, shall report its findings to the Committee and/or the Board. The Committee shall also consider and make recommendations to the Board on proposed amendments to Board Bylaws and codification of Board Policies.

Milwaukee Public Schools



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	COMMITTEE ON ACCOUNTABILITY, FINANCE, AND PERSONNEL
Code	po0155.6
Status	From Neola

0155.6 - COMMITTEE ON ACCOUNTABILITY, FINANCE, AND PERSONNEL

The Committee on Accountability, Finance, and Personnel shall have the following powers and duties:

A. Accountability and Audits

1. The Committee on Accountability, Finance, and Personnel shall monitor and assess the progress of the District and its schools in meeting the Board's goals and standards, including performance and program audits and other assessment reports.
2. The Committee on Accountability, Finance, and Personnel shall consider the District's accountability plan, the District report card, monitoring of reform initiatives, and monitoring of decentralization.
3. The Committee on Accountability, Finance, and Personnel shall have oversight responsibility relative to the monitoring of organizational performance for all department, functions, initiatives and schools.
4. The Committee on Accountability, Finance, and Personnel shall consider financial analysis reports and financial audits and monitor compliance with executive limitations.
5. The Committee on Accountability, Finance, and Personnel shall have oversight of all district audit activities. It shall review the reports of the Office of Accountability and Efficiency - Audit Services, (including reports issued by external auditors), as well as reports of the Office of Accountability and Efficiency and of the Administration to ensure that departments, divisions, and schools implement recommendations regarding internal control, compliance, economic sufficiency, and program effectiveness so that the Board can assure the public that all operations and programs funded with public resources are operating effectively, efficiently, and economically.
6. The Committee on Accountability, Finance, and Personnel shall have all of the Board's books and accounts audited annually by a certified public accountant and shall transmit the respective audits and reports to the Board at its regular meeting within two months after the audit is issued. The audit shall include a report by the certified public accountant on observations and recommendations relating to internal controls and other accounting, administrative, and operating matters.

B. Finances

1. The Committee on Accountability, Finance, and Personnel shall consider and make recommendations to the Board on all financial matters pertaining to the Board's Contingent Fund, contracts, bids required by law or District policy, modification of technology, student transportation, and attendance-district boundaries.
2. The Committee on Accountability, Finance, and Personnel shall recommend fund-transfer policies, specifying those transfers that may be authorized by the Superintendent and those which require the Board's review and approval.

C. Facilities

The Committee on Accountability, Finance, and Personnel shall consider and make recommendations to the Board on all facilities matters, including building repairs, alterations and improvements, improvement of grounds, purchases, development of sites, erection of new buildings, additions to buildings, and major alterations and remodeling. No site shall be purchased or leased, nor shall any building be erected or materially altered or remodeled, without resolution duly recommended by the Committee and passed by the Board, except as the Board shall otherwise provide for in its policies.

D. Personnel Matters

1. Appointments, Promotions, and Transfers

a. Overview

1. The Committee on Accountability, Finance, and Personnel shall consider and make recommendations to the Board on all personnel matters, including matters pertaining to the appointment of all full-time and regular part-time employees as required by law or District policies; approval of personnel transactions as required by law or District policies, including appointment of probationary personnel; and allocation of appropriated funds for new and vacant positions and student personnel.
2. In conformity with and subject to the provisions of 119.18 and 119.32, Wis. Stats., the employment, classification, transfer, and promotion of all employees included thereunder shall be acted upon by the Board upon recommendation of an executive officer and approval by the Committee. Classifications and transfer refer to the various groups and divisions of the salary schedules.

b. Probationary Appointments

Before the monthly meetings of the Committee in December and May, and at such other times as may be necessary, it shall be the duty of the Committee to receive from the Superintendent a report of certificated and recreation and community-education personnel serving on the probationary list who are recommended for continued employment. Upon the Committee's recommendation, the Board shall consider and approve all recommendations.

c. Salary Schedules

1. The Committee shall consider all proposals or requests for revisions or changes in salary schedules and shall make recommendations thereto. Upon recommendation by the Committee, the Board shall annually determine and fix salary schedules for all of its employees — except the prevailing wage rates, which may be amended by the Board as needed. (A recorded affirmative vote of two thirds of the members of the Board shall be required for the amendment or repeal of the provision concerning the amendment of prevailing wage rates).
2. All schedules of salaries annually fixed by the Board shall be adopted for the same period and on the same year-basis as is the annual school budget adopted by the Board.

d. Salary Increases

No increase in salary without change in duties and responsibilities — other than automatic training and service increments provided for in salary schedules and increases based on Board-approved changes in the prevailing wage rates — shall be granted, except upon recommendation of the Committee and approval of the Board or by special action of the Board.

e. Teachers' Examination and Appointment

1. The examination of teachers shall be conducted by the Superintendent and assistants, and the results of such examination shall be available for inspection by the Committee.
2. All appointments shall be to the unassigned list. Assignments shall be made by the Superintendent.

2. Employee Discipline

The Committee on Accountability, Finance, and Personnel shall consider and make recommendations to the Board on all disciplinary and evaluation matters as currently set forth in the MPS Employee Handbook, as well as those matters specified in the Administrators and Supervisors Council's grievance procedures and on the processes for evaluation of principals and teachers.

3. Student Rights and Discipline

The Committee on Accountability, Finance, and Personnel shall review the student rights policy, student discipline, and student complaints.

E. School Climate and Safety

1. The Committee on Accountability, Finance, and Personnel shall consider, monitor, assess, and make recommendations to the Board on all matters pertaining to school and District safety and security.
2. The Committee on Accountability, Finance, and Personnel shall review, monitor, and make recommendations to the Board on all District safety and security plans and procedures, including emergency plans and procedures related to fire, safety, and health codes and statutes.
3. The Committee on Accountability, Finance, and Personnel shall consider, review, and monitor all school climate and culture issues that present safety concerns, including neighborhood safety issues that could impact on schools and on the District.
4. The Committee on Accountability, Finance, and Personnel shall receive and consider the recommendations of community partners, City departments, and other non-MPS entities that relate to District safety and climate issues.
5. The Committee on Accountability, Finance, and Personnel shall consider and make recommendations regarding transportation safety and safe-passage matters.

Milwaukee Public Schools



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	BOARD ADVISORY COMMITTEES
Code	po0155.7
Status	From Neola

0155.7 - BOARD ADVISORY COMMITTEES

A. Overview

1. The Board recognizes the value of broad community involvement within the operations of MPS.
2. The term "advisory" within this policy statement shall mean participation through taking part in studies, giving advice, and making recommendations on important issues affecting the schools that are identified by the Board and/or Administration or by people living in the community as governed by the involvement structures encouraged within this policy.
3. The primary role of persons serving in an advisory capacity is to assist the Board in defining educational issues and their alternative solutions more accurately so that necessary policies or procedures may be initiated. Community members acting in this role do not assume the role of administrators employed by the Board. Similarly, community members do not assume the official responsibilities of Board members, who are elected and legally responsible for making final educational policy decisions. Rather, an advisory committee functions as a guiding and recommending body that helps the Board perform its legal role as policymaker more effectively.

B. Residency of People Serving as Committee or Task Force Members

The residency conditions of people serving as committee or task force members shall be as follows:

1. A majority of the members of each advisory committee or task force shall legally reside within the City of Milwaukee.
2. The Board Clerk/Chief Officer, Office of Board Governance, shall be responsible for authentication of residency of each individual.
3. Exceptions to B1 and B2 above may be made only by a majority vote of the full Board of School Directors.
4. A list of the members of committees and task forces is to be brought back to the Board as an informational report.

C. Establishment of a Committee

1. For issues that transcend individual schools or are district-wide in scope and require extensive study prior to the determination of the need for new educational policies, an advisory committee may be originated by the Board.
2. For issues that transcend individual schools or are district-wide in scope, an advisory committee may be created by Board resolution. The resolution shall authorize or direct an executive officer of the Board to form an advisory committee. Formation of such an advisory committee will be created in accordance with this policy.

3. Establishment of the committee shall indicate:

- a. the executive officer(s) that shall select a designee to act as liaison and whether the liaison may vote and/or hold office on the committee; and
- b. The executive officer that is responsible for providing staff assistance to the committee.

D. Membership

1. Advisory committee membership shall be broadly representative of the community and its different viewpoints, and members shall be selected in light of the task to be accomplished.
2. Where it is determined that certain employee groups will be represented, designated bargaining groups shall be contacted to select their own membership.
3. Acceptance of membership on an advisory committee will be taken as an indication that the member intends to participate regularly with the committee.
4. A letter of invitation shall be prepared by the appropriate executive officer(s), with subsequent approval of the President of the Board, and transmitted to each member of the committee. This letter shall instruct the membership as to:
 - a. the specific purpose for which the committee is being created;
 - b. the specific length of time each member is being asked to serve;
 - c. the nature of the committee, with respect to the number of members on the committee; whether membership will be fixed or can be expanded; whether alternate members will be accepted; and whether the committee has the authority for creating special task forces or other sub-groups;
 - d. the designation of the committee chair or whether the committee may select/elect its own chair;
 - e. the committee's relationships with the Board as a whole and with the professional staff;
 - f. the time and place of the first committee meeting;
 - g. the dates on which the Board wishes reports to be submitted;
 - h. the date on which the Board may wish the committee to complete its task, subject to an appeal by the committee for the modification of the original report submittal date;
 - i. the recipient(s) of the committee's reports;
 - j. the resources that the Board intends to provide to help the committee complete its job (clerical, mailing, duplicating, staff time, out-of-city travel expenses, consultants, etc.); and
 - k. the Board Policies governing advisory committees, to help clarify relationships from the beginning.
5. All members of the committee, as approved by the president of the Board, shall be voting members, unless stated otherwise in the establishment of the committee.
6. Board members will be encouraged to participate on any and all advisory committees as non-voting and non-office-holding members.

E. Liaisons

1. Pursuant to the establishment of the committee, the appropriate executive officer(s) shall serve, or designate at least one member of the staff to serve, in a resource or liaison capacity with the committee. Such liaison shall meet or communicate with the committee or committee representatives as necessary to remain informed of the committee's activities, provide for and coordinate the use of District information and resources, and advise in the preparation and transmission of reports.
2. The Superintendent shall serve as an advisory committee member on every Board committee, except when the Superintendent's conduct is under investigation by that committee.

3. The liaison of the executive officer(s) shall make every reasonable effort to respond to committee requests within the guidelines established by the Board and the charge of the committee. Contact with District staff should be made by the committee chair or designated member acting with the approval of the full committee through the liaison. District staff members that are appointed to an advisory committee shall serve as resource or technical assistance personnel as non-voting, non-office holding members, unless otherwise stated in the establishment of the committee.

F. Staff Time, Expenditures, and Reimbursements

1. Where committee requests result in allocations of time that make it unreasonable for staff members to carry on their regularly assigned duties, the appropriate executive officer(s) may make recommendations to the Board for alleviation of the problem.
2. Fiscal resources in support of community members' involvement will be allocated to a separate budget account and disbursed in accordance with the direction of the Board within this policy statement.
3. Expenditures will be made subject to the approval of the appropriate executive officer(s) and in accordance with District policies and procedures.
4. Fiscal support of advisory committees will not include payment for voluntary service insofar as time served; however, reimbursement for actual and necessary expenses may be possible where a budgetary allocation specifically for such purposes is authorized by the Board. In such cases, approval to expend such funds must be obtained prior to incurring any expenses.
 - a. Where a Federally or State-funded program permits direct financial support for community involvement, funds will be used in accordance with the laws, regulations, and guidelines pertaining to the program.
 - b. Where a grant-funded program permits direct financial support for community involvement, funds will be used in accordance with the stipulations set forth in the grant and in accordance with District policy.
 - c. In all other cases, reimbursement will be made pursuant District policies and procedures.

G. Public Announcements and Notices

1. All public announcements concerning the organization, membership, operation, recommendations, and dissolution of such committees shall be made at such a time and in such manner as the Board may choose.
2. All meetings of Board-originated advisory groups must be accessible by the public and an appropriate notice must be served. The Office of Board Governance will assist advisory groups in serving the required notice.
3. Where a quorum of the Board or its standing committees may exist at a meeting of an advisory committee, notice shall be served in accordance with statutory requirements.

H. Termination and Dissolution

1. An advisory committee, upon completion of its specific assignment and action upon the report by the Board, shall be considered dissolved, and an appropriate letter recognizing the contributions made shall be transmitted to all members of the committee. The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee. No committee shall be charged with the implementation, if any, of its report. Any action stemming from any report shall rest with the Board and the appropriate executive officer(s).
2. The progress of all Board-originated advisory committees with indeterminate termination dates shall be reviewed by the Board on an annual basis. Such committees shall be subject to termination as of July 1 each year and reorganization by the Board president.
3. All other special Board-appointed committees, councils, task forces, and commissions shall dissolve on June 30 each year.
4. After June 30 of each year, the full Board shall review the need for these committees, task forces, councils, and commissions; if it is found that they are still needed, the President of the Board shall appoint members

anew as is done with committees of the Board.

See also Policy 9140 - Citizens' Advisory Committees.

Milwaukee Public Schools



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	PARLIAMENTARY AUTHORITY
Code	po0161
Status	From Neola

0161 - PARLIAMENTARY AUTHORITY

The parliamentary procedure governing the Board, for the orderly conduct of meetings, shall be Robert's Rules of Order, Newly Revised as defined in Chapter XVI, "Boards and Committees" (including such procedural flexibility allowed in Section 49 of Robert's: "Procedure in Small Boards") in all cases in which it is not inconsistent with statute, administrative code, or these bylaws.

Any failure to comply with the above procedural protocols will not affect the validity of any substantive action taken by the Board within its legal authority.

Upon request, each Board member shall be provided with a copy of the rules of order specified in this bylaw.

The Board Clerk/Chief Officer, Office of Board Governance shall serve as the Board's parliamentarian. (See Policy 1102.2 - Role of the Board Clerk/Chief Officer, Office of Board Governance.)

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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	QUORUM
Code	po0162
Status	From Neola

0162 - **QUORUM**

A. Purpose

1. It is the policy of the Board that the District be transparent and accountable to the public.
2. Every meeting of the Board or of any of its committees shall be held in a public place that is reasonably accessible to members of the public at all times, unless otherwise expressly provided by law.

B. Notice

1. All meetings of the Board or any of its committees shall be properly noticed.
2. Whenever there is a reasonable probability that a quorum of the Board or any of its committees may meet, public notice shall be given.

C. Definition of Quorum

1. A quorum of the Board exists when a majority of the membership of the Board or of any of its committees is present in the same location, or in the case of a virtual meeting, when such a majority is present via videoconferencing, teleconferencing, or other technological means.
2. A meeting of less than the majority of the members of the Board may constitute a "negative quorum" if those participating constitute a sufficient number to block action by the Board.

D. Presence in a Quorum

1. A member is present in a quorum when the member is physically in attendance.
2. An individual member may be present in a quorum if, as provided under these rules, the member attends or participates remotely by the use of any form of technology that allows for interactive communication, as long as a quorum of the body is physically present at the meeting. (See Policy 0164.1 - Virtual Meetings for quorum rules pertaining to virtual meetings.)
3. Board members shall refrain from knowingly forming a quorum unless proper notice has been given.

E. Definition of Meeting

1. A meeting of the Board or its committees shall occur whenever:
 - a. the number of members present constitutes a quorum; and
 - b. the members present exercise the responsibilities, authority, powers, or duties delegated to or vested in the body.

2. The presence of a member in a meeting shall be such that the member's participation can be accessed and monitored by all other meeting participants and by members of the public.
3. The definition of a meeting does not include any social or chance gathering or conference which is not intended to avoid the open meetings law, so long as no board business is conducted.

F. Absence of Chairperson in Quorum

1. Should a quorum be assembled at the hour and place designated in the meeting notice, the chairperson or, in the absence of the chairperson, the vice-chairperson shall assume the chair and declare the meeting in order.
2. Should a quorum be assembled at the hour appointed, and the chairperson and vice-chairperson be absent, a member selected by those present shall serve as chairperson during the meeting or until the chairperson or vice-chairperson shall appear.

G. Restrictions on Business to be Conducted by Quorum

1. No business shall be conducted in the absence of a quorum except that the members present may vote to adjourn.
2. No business shall be conducted by a quorum when public notice has not been given.
3. Board members shall not act in a manner that creates or alludes to a walking quorum, wherein a series of gatherings, conversations, or communication among separate groups of members results in participants agreeing, tacitly or explicitly, to act in sufficient number so as to reach a quorum. Walking quorums can be created by a series of one-on-one conversations in person, by telephone, or by successive messages transmitted digitally.

Milwaukee Public Schools

Legal

119.10(4), Wis. Stat.



MILWAUKEE
PUBLIC SCHOOLS

Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	PRESIDING OFFICER
Code	po0163
Status	From Neola

0163 - PRESIDING OFFICER

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall serve as presiding officer. If both the President and Vice President are absent for a meeting where a quorum exists, the members present shall elect a Chair Pro Tempore who shall serve as the presiding officer for that meeting. The act of any person so designated shall be legal and binding.

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Legal	119.10(2), Wis. Stat.
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	MEETINGS
Code	po0164
Status	From Neola

0164 - MEETINGS

Regular Meetings

Regular meetings of the Board, except the April meeting, shall be on the last Thursday of each month. When any regular meeting day falls on a legal holiday, the meeting shall be held on the next business day. If, under the provisions of this Bylaw, a regular meeting should take place during Spring Break, Winter Break, or the annual Teachers' Convention, that meeting shall be held on the preceding Thursday. Likewise, if the last Thursday in November is Thanksgiving Day, the regular November meeting of the Board shall be held on the preceding Thursday. No meetings of the Board or its Committees shall be scheduled on any election day, including days of primary elections.

The Board shall hold its regular meeting in April on the Thursday prior to the fourth Tuesday of April.

Meetings shall be called for 5:30 p.m., unless otherwise ordered by the Board or its President.

All regular meetings of the Board shall be held at the Central Services Building, 5225 West Vliet Street, Milwaukee, Wisconsin, unless otherwise indicated in the notice. All regular meetings shall be open to the public.

Special Meetings

A special meeting of the Board may be called by the Board President or upon the written request of three members. Special meetings shall be held as provided by rules of the Board and in compliance with the public notice provisions and State law. All special meetings of the Board shall be open to the public unless otherwise noticed under the provisions of section 19.85, Wis. Stats.

Attendance

The Superintendent and those administrators directed by the Superintendent shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

Meetings of Committees of the Board

Committees of the Board shall meet in accordance with the provisions of Policy 0155 - Committees.

Notice of Meetings

The Board Clerk/Chief Officer, Office of Board Governance, shall notify Board members of all meetings of the Board and its committees.

Except as allowed by Wisconsin's open meeting laws, the notice of a meeting — which shall state the time, place, and purpose of the meeting — shall be given in person, delivered, transmitted electronically, or mailed so as to reach Board members not less than twenty-four (24) hours before the meeting is to take place.

The provisions relating to notices of meetings shall also apply to notices of adjourned committee meetings when the adjournment is for a period exceeding twenty-four (24) hours.

The notice shall also contain the following statement:

"Upon request to the Office of Board Governance, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting."

Cancellation of Meetings

If a regularly scheduled and legally noticed meeting needs to be canceled (e.g., inclement weather, electrical outage, broken water pipe, lack of quorum, etc.), the Board President or designee shall have the authority to cancel or reschedule the meeting. To the extent practical, a notice of cancellation should be provided, similar to the notice of the meeting. The Board Clerk/Chief Officer, Office of Board Governance shall also notify all Board members of any cancelled meetings of the Board or its committees.

Virtual Participation in Meetings by an Individual Board Member

Participation by individual Board members by use of technology shall be at the discretion of the Board's President or committee's chairperson. Such participation shall be allowed only in instances of personal illness or disability, inclement weather, emergencies, military service, or geographic distance.

The form of technology used to conduct the meeting shall be such that the public is able to monitor the participation of the member participating remotely, and the Chair and Board Clerk are able to confirm the identity of each member who is participating remotely.

Individual participation by use of technology shall be allowed only when a quorum of the body is physically present at the meeting.

See Policy 0164.1 - Virtual Meetings for virtual meetings of the Board and for virtual attendance at closed sessions.

Any Board member attending a meeting remotely may vote in accordance with Bylaw 0167.1 - Voting.

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Legal	19.84, Wis. Stats.
	119.10 (3), Wis. Stats.
	985.05(3), Wis. Stats.



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	VIRTUAL MEETINGS
Code	po0164.1
Status	From Neola

0164.1 - VIRTUAL MEETINGS

Definition

A virtual meeting occurs when a quorum of the Board or its committees, regardless of location, use video and audio technology to conduct a meeting by means that allow them to share information and data in real time without being physically located together.

Presence in Virtual Meetings

A quorum of the Board or any of its committees may meet virtually (digitally) when situations arise that make it dangerous for members to assemble in one place. Such situations may include a natural disaster, a regional or national emergency, a public health emergency as declared by local health officials or the state or federal government, and/or civil unrest.

Should the roll call determine that a quorum of the Board or committee is not able to participate remotely, the only action that may be taken is to adjourn.

Should a quorum of the body be unable to maintain its connection to the meeting, the meeting must be adjourned.

Should the means by which the public may access and monitor an open session of the meeting become unavailable, the meeting must be adjourned.

Conducting a Virtual Meeting

No virtual meeting shall be conducted unless it has been properly noticed, in accordance with applicable State statutes and Board Bylaws.

The parliamentary procedures as set forth in Bylaw 0161 - Parliamentary Authority shall govern the proceedings of the Board, except where superseded by State or Federal law or by Board Bylaw. Board members shall have the same rights and privileges as they would in an in-person meeting.

Voting by proxy shall not be allowed.

The platform used to conduct a virtual meeting must allow the public to view and monitor any part of the meeting occurring in open session, and allow the Chair and Board Clerk to confirm the identity of members who are participating remotely.

Platforms, such as texting or instant-messaging, that do not allow both the participants and the public to view and to monitor the meeting may not be used.

Closed Sessions in a Virtual Meeting

The Board may convene a virtual closed session only in instances of emergency. After a motion has been made and seconded to conduct a closed session, but before the roll call vote has been taken, each member shall be polled to affirm that they have taken precautions to ensure that the closed session is not being recorded, and no one but the member can

hear or access the discussions or other confidential information. Members of the Board may take the responses to the poll into account in determining whether to vote in affirmation of conducting a closed session virtually. The virtual format of a closed session shall not negate the need to maintain confidentiality.

The Board may not convene a virtual closed session without a quorum of the Board participating in the virtual meeting. Should the body lose its quorum while a closed session is in progress, the session must adjourn immediately.

Milwaukee Public Schools



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	MEETING BROADCAST AND RECORDING
Code	po0164.2
Status	From Neola

0164.2 - MEETING BROADCAST AND RECORDING

The Board uses various media to enable the public to access its meetings.

A. Radio Broadcasting

The MPS radio station, 88.9 WYMS, shall broadcast all regular and special meetings of the Board.

B. Streaming

Meetings of the Board and its committees will be broadcast via the MPS YouTube stream available through the District's website.

C. Television Broadcasting

Regular meetings of the Board are aired live on Spectrum, channel 13. Special meetings of the Board may be aired upon request of the Board President.

D. General Provisions

1. Broadcasts of meetings may be interrupted.
2. Whenever possible, audio recordings of the meetings of the Board and its committees shall be posted on the District's website as soon as practicable after the meetings.

Milwaukee Public Schools



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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	MEETING AGENDAS AND REPORTS
Code	po0166
Status	From Neola

0166 - MEETING AGENDA AND REPORTS

Development of the Meeting Agenda

Committees' agendas shall be determined by the Board's President and the respective committee chairs in consultation with the Superintendent, the Board Clerk/Chief Officer, Office of Board Governance, and the Senior Director, Office of Accountability and Efficiency.

Agendas for regular and special meetings of the Board shall be determined by the Board's President in consultation with the Superintendent, the Board Clerk/Chief Officer, Office of Board Governance, and the Senior Director, Office of Accountability and Efficiency.

All resolutions submitted by Board members will be scheduled for consideration at the next meeting of the respective committees to which they have been assigned following their introduction.

Communications, petitions, and items of new business shall be scheduled at the discretion of the chair of the committee to which they have been assigned.

The Board Clerk shall ensure that Board members have advance access to the agenda. The Board Clerk shall also ensure that the agenda is made accessible to the public.

Committee agendas shall always allow time for public comment. Public comment is allowed only on the agenda items included on the public notice.

The agenda, together with supporting materials, shall be distributed to Board members prior to the Board or committee meeting, if at all possible, to permit members adequate time for careful consideration of agenda items. The agenda shall also be made available to the press, to the public, to employees, and to others upon request.

Regular Meeting - Order of Business

The order of business at the Board's regular monthly meeting shall be as follows:

- I. Call to Order and Roll Call
- II. Pledge of Allegiance
- III. Awards and Commendations
- IV. Approval of Minutes
- V. Communications from City and County Departments
- VI. Reports and Communications from the Superintendent of Schools

- VII. Reports and Communications from the Board Clerk/Chief Officer, Office of Board Governance
- VIII. Reports and Communications from the Senior Director, Office of Accountability and Efficiency
- IX. Reports and Updates from the Milwaukee Board of School Directors
- X. Reports of the Independent Hearing Officers of the Milwaukee Board of School Directors
- XI. Reports of the Standing Committees
- XII. Reports of Special Committees
- XIII. Regular Items of Business
- XIV. Unfinished Business
- XV. New Business
- XVI. Communications and Petitions
- XVII. Resolutions
- XVIII. Adjournment

The Board shall follow the order of business set up by the agenda unless it is altered by a majority vote of the members present.

The Board may, at the regular April and July Board meetings, allow public comment on all regular items of business, which shall replace the reports of standing committees. Regular business shall include, but may not be limited to, instructional, community relations, personnel and negotiations, finance, and facilities matters. Public comment at any other regular monthly Board meeting shall require a recorded affirmative vote of two-thirds of the Board's membership. (See Bylaw 0167.3 - Public Comment at Board/Committee Meetings)

Committees' Reports

Reports of committees shall be in writing and transmitted to the Board on behalf of the chairs by the Board Clerk/Chief Officer, Office of Board Governance.

Reports of committees shall not be acted upon by the Board unless the meetings of such committees at which the said reports were formulated were held at least 48 hours prior to the Board's meeting at which such reports are presented and unless copies thereof shall have been sent to each board member at least 24 hours before the Board's meeting.

At the request of any member of the Board, the report of any committee presenting recommendations concerning anything not previously referred to the committee by the Board may be referred back to the committee from which it originated for further consideration, except reports concerning regular business of such committees, items referred to it by another committee, or complaint communications referred to a committee by the President of the Board.

Should a committee give consideration to a resolution and determine that additional study is needed, it may hold a resolution referred to it by the Board for no longer than three regular committee meetings.

Resolutions may be withdrawn by their authors at the committee level with the consent of the committee's chair and the majority vote of that committee. Annually, at the Board's organizational meeting, the Board Clerk/Chief Officer, Office of Board Governance, shall provide the Board with a listing of resolutions that have been withdrawn during the past year, as well as a list of those resolutions that are still pending.

Reporting Board Business to the Public

As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board instructs the Superintendent, the Board Clerk/Chief Officer, Office of Board Governance, and the Senior Director, Office of Accountability and Efficiency to institute and to maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

Releases to the press, brief summaries of actions taken at Board meetings posted to the District's website, and the published Board proceedings are regarded as appropriate means of information for meeting the requirements of this policy.

Milwaukee Public Schools

Legal 119.10(3), Wis. Stat.
 119.10(1), Wis. Stat.
 19.84(3) Wis. Stats



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	VOTING
Code	po0167.1
Status	From Neola

0167.1 - VOTING

All regular and special meetings of the Board shall be conducted in public. No act shall be valid unless otherwise required by law or Board bylaw consistent with law, and a proper record made of the vote.

All votes taken by the Board shall be made by roll call, with the exception of the vote to adjourn. The names of the Board members voting and their votes shall be recorded in the minutes and the printed proceedings of the Board. There shall be no secret ballots.

A recorded affirmative majority vote of the Board's membership shall be required to:

- A. elect a Board president and vice president;
- B. appoint a Superintendent, the Board Clerk/Chief Officer, Office of Board Governance, and the Senior Director of the Office of Accountability and Efficiency;
- C. censure a Board member for misconduct in office or for violation of Board Bylaws;
- D. dismiss a Board member from office for malfeasance;
- E. to grant an exception to the residency requirements for members of Board advisory committees; and
- F. to adopt, amend, or repeal Board Bylaws and District Policies, unless specifically provided for elsewhere.

A recorded affirmative vote of two-thirds of the Board's membership shall be necessary to:

- A. remove the Superintendent; Board Clerk/Chief Officer, Office of Board Governance; or the Senior Director of the Office of Accountability and Efficiency from office;
- B. initiate an investigation of alleged misconduct, violation of Board Bylaws, or acts of malfeasance by a Board member;
- C. suspend Board Bylaws;
- D. amend or repeal prevailing wage rates;
- E. use the unassigned fund balance;
- F. give public hearing at any regular monthly Board meeting (not including the April and July Board meetings); or
- G. request tax funds or the sale of bonds for the purpose of school construction.

A recorded affirmative vote of two-thirds of Board members present shall be necessary for the earmarking of an amount in, or the transfer of money from, the Contingent Fund.

All other motions shall be carried by a majority of the board members present and voting.

Any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

Any Board member's decision to recuse themselves shall be recorded. A member who recuses themselves will be considered not present and not voting.

Individual members attending a meeting through virtual access in accordance with Bylaw 0164 - Meetings may vote in accordance with Bylaw 0167.1 - Voting.

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Legal	119.48(4), Wis. Stats.
	119.48(1), Wis. Stats.
	119.36, Wis. Stats.
	119.32(1), Wis. Stats.
	119.12(1), Wis. Stats.
	119.10(6), Wis. Stats.
	119.02(3), Wis. Stat.
	19.88, Wis. Stats.
	19.83, Wis. Stats.



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	CLOSED SESSION
Code	po0167.2
Status	From Neola

0167.2 - CLOSED SESSION

The Board may meet in a closed session, one closed to the public, for specified purposes.

Each closed session requires an affirmative roll-call vote of a majority of the Board members present and may be held to:

- A. deliberate a case which was the subject of any hearing before the Board; (19.85(1)(a), Wis. Stats.)
- B. consider dismissal, demotion, licensing, or discipline of any Board employee or person licensed by the Board, or the investigation of charges against such person, and the taking of formal action on any such matter, provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken; (19.85(1)(b), Wis. Stats.)

The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session.
- C. consider the employment, promotion, compensation, or performance evaluation data of any employee; (19.85[1, c], Wis. Stats.)
- D. considering the strategy for crime detection or prevention; (19.85[1, d], Wis. Stats.)
- E. deliberate or negotiate the purchase of public properties, the investment of District funds, or the conduct of other Board business whenever competitive or bargaining reasons require a closed session; (19.85[(1, e), Wis. Stats.)
- F. consider financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; (19.85[1, f], Wis. Stats.)
- G. confer with the Board's legal counsel who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved; (19.85[1, g], Wis. Stats.)
- H. consider requests for confidential, written advice from the ethics board under 19.46(2), Wis. Stats., or from any county or municipal ethics board under 19.59(5), Wis. Stats. (19.85[1, h], Wis. Stats.)

No motion to hold a closed session or to adjourn from an open session into a closed session shall be adopted unless the presiding officer announces the nature of the closed session and the specific section of the law that allows for the closed session.

No other business other than that stated in the public notice may be conducted at a closed session. The Board may not reconvene its regular or special meeting after a closed session, within twelve (12) hours, unless public notice of the reconvened meeting was part of the public notice of its regular or special meeting.

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose to anyone the content of discussions that take place during such sessions.

Recording of Closed Sessions

Closed sessions of the Board will not be recorded, filmed, or photographed without prior approval of the Board. Any such recording, film, or photograph must be maintained in accordance with Policy 8310 – Public Records and Policy 8330 – Student Records.

That a closed session will be, or was, held shall be recorded in the minutes of the preceding or subsequent regular meeting.

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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	PUBLIC COMMENT AT BOARD/COMMITTEE MEETINGS
Code	po0167.3
Status	From Neola

0167.3 - PUBLIC COMMENT AT BOARD/COMMITTEE MEETINGS

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Requesting an Agenda Item

Because the Board desires to hear the viewpoints of people — but also needs to conduct its business in an orderly and efficient manner — individuals, citizen groups, and other organizations who want Board consideration on any school matter must forward their requests to the Board by letter, e-mail, or petition. These communications should be sent to the Milwaukee Board of School Directors, P.O. Box 2181, Milwaukee, Wisconsin, 53201-2181, and marked for the attention of the Board Clerk.

In most cases, any communication received at least 48 hours prior to a regular monthly meeting of the Board will then be presented at that regular monthly Board meeting, and the Board President shall immediately refer it, without action, to the appropriate committees and/or the Administration for study and recommendations. Any communication received less than 48 hours prior to a regular monthly meeting of the Board shall be held for referral until the following month's regular Board meeting. Persons or organizations who have submitted communications to the Board shall be notified by letter from the Board Clerk as to when their communications will be discussed so that they may be present to participate in the discussions.

Additionally, when the Board receives communications, petitions, or resolutions which would affect particular schools, the Superintendent shall notify the appropriate principals and provide them with copies of the documents. It will then be the responsibility of the principal to notify interested parent organizations and advisory groups.

Public Comment Section of the Meeting

To permit fair and orderly public expression, public comment will be accepted at meetings of the Board's committees. The Board may also provide a period for public comment at any regular or special meeting of the Board as specified on the meeting notice.

The presiding officer of each meeting at which public comment is permitted shall administer the rules of the Board for its conduct after stating them at the beginning of the meeting.

The presiding officer shall be guided by the following rules:

- A. Public comment shall be permitted to the extent indicated in the public notice. Public comments shall be received before the Board takes official action on any issue of substance.
- B. Anyone having a legitimate interest in the actions of the Board may comment during the public portion of a meeting, but comments shall be limited to the item currently before the body.
- C. Attendees must register their intention to comment in the public portion of the meeting upon their arrival at the meeting.

1. Public comment may be accepted virtually. The registration process shall be described in the public notice and on the District website.
 2. In-audience speakers will be asked to fill out a speaker registration slip.
 3. All speakers will be asked to indicate if they are speaking pro or con on the issue or presenting information without taking a position.
- D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and the spelling of their last name.
- E. Each statement made by a participant shall be limited to two (2) minutes with an additional thirty (30) seconds to wrap-up. Speakers may not yield their time in order to allow other speakers additional time.
- F. No participant may speak more than once on the same topic.
- G. Participants shall direct all comments to the Chair and not to staff or other participants.
- H. The presiding officer may:
1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
- I. Individuals who provide comment shall do so with the understanding that the Board may authorize the administration to arrange for the recording, filming, photographing, broadcasting, or live streaming of open sessions of Board meetings.
- J. Signage, banners, or other material which impedes any person's view of the proceedings, including a Board member's view, shall be relocated so as not to obstruct views. Likewise, any signage, banners, or other material that interferes with the ability of the Board to record, photograph, or broadcast any portion of the meeting shall be relocated. Signage, banners, or other materials on sticks or poles shall not be permitted.
- K. No one other than members of the Board, designated staff, and those who have been invited to present or participate in items of business will be allowed on stage before, during, or after meetings of the Board and its committees.

Recording, filming, or photographing the Board's open meetings by Third Parties is permitted pursuant to 19.90, Wis. Stats. The person operating the equipment should contact the Superintendent prior to the Board meeting to review the possible placement of the equipment, and must agree to abide by the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No obstructions are created near stairs, doors, or emergency exits.
- C. No interviews are conducted in the meeting room while the body is in session. Members of the media may not "go live" while the body is in session.
- D. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.



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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	USE OF ELECTRONIC MAIL
Code	po0167.5
Status	From Neola

0167.5 - USE OF ELECTRONIC MAIL

E-mail is a form of communication that could conflict with the Open Meetings law and must be preserved for production in the context of a public records request. Board members are strongly discouraged from communicating regarding Board business with other Board members, District administrators, school staff, or members of the community via electronic mail.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	E-MAIL - PUBLIC RECORDS
Code	po0167.6
Status	From Neola

0167.6 - E-MAIL - PUBLIC RECORDS

There should be no expectation of privacy for any messages sent by e-mail. All e-mail sent or received by any member of the Board in the course of conducting the business of the Board, including e-mail addresses not supplied by the District, shall be provided to the District's Records Custodian for preservation. Such records may be subject to disclosure under the Public Records law.

The District Records Custodian shall devise and develop procedures pertaining to e-mail communications and public records. The Superintendent shall ensure that procedures are in place for:

- A. collecting, archiving and cataloging Board e-mail communications;
- B. reproducing Board e-mail communications to comply with a request under the Public Records law.

The custodian shall promptly disseminate the procedures for collecting, archiving and cataloging Board member e-mail communications to each Board member.

Board members are required to provide to the Records Custodian all e-mail communications, when sent or received on an e-mail address other than the District provided e-mail address, using the District's procedure without regard to whether the Board member believes the communication is subject to disclosure under the Public Records Act.

Board members shall utilize e-mail communication only as described in Bylaw 0167.5 - Use of Electronic Mail.

Each Board member as an elected official is independently required by law to comply with public records requests for e-mail communications sent or received on the Board member's personal e-mail account, which involves District business.

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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	USE OF PERSONAL COMMUNICATION DEVICES
Code	po0167.7
Status	From Neola

0167.7 - USE OF PERSONAL COMMUNICATION DEVICES

When performing their duties as a Board member, regardless of whether they are using personally-owned or Board-owned personal communication devices (PCDs), Board members' use of PCDs shall be in accordance with the following policies:

- A. Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices
- B. Policy 7542 - Access to District Technology Resources from Personally-Owned Personal Communication Devices
- C. Policy 7540.04 - Staff Technology Acceptable Use and Safety

For purposes of this Bylaw, PCDs shall be defined as set forth in Board Bylaw 0100 - Definitions.

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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	MEETING MINUTES AND PROCEEDINGS OF THE BOARD
Code	po0168.1
Status	From Neola

0168.1 - MEETING MINUTES AND PROCEEDINGS OF THE BOARD

Meeting Minutes

The Board Clerk/Chief Officer, Office of Board Governance, shall keep, or cause to be kept, complete records of meetings of the Board. These records, known as the minutes, shall be approved at the next Regular Meeting of the Board. Approval may be by consensus.

Copies of the minutes shall be made available to all Board members before the meeting at which they are to be approved.

An audio recording of each regular meeting of the Board and its committees shall be made, and a verbatim transcript of meetings of the Board shall be made. Additionally, where required by legal reasons or judged advisable by the committee's chair, a verbatim transcript of a committee meeting shall be made. These verbatim transcripts shall be bound and kept in the custody of the Office of Board Governance.

Except for meetings of the Board, or portions thereof exempted from disclosure under State and Federal law, such recordings and transcripts, although they do not constitute official actions by the Board, are nevertheless public records and shall be available for inspection or sale in the Office of Board Governance during regular office hours. The price of these recordings and transcripts shall be fixed by the Board Clerk/Chief Officer, Office of Board Governance, with the expense of duplication being given primary consideration. All such audio recordings or transcripts sold must contain the statement that they are recordings or transcripts only and do not constitute official actions by the Board.

Any notes of a court reporter working for the Board Clerk, or of the Board Clerk, as well as audio recordings of meetings of the Board and its committees, shall be kept permanently in the custody of the Board Clerk/ Chief Officer, Office of Board Governance.

Proceedings of the Board

Upon approval, the minutes shall be published and shall be called "Proceedings of the Milwaukee Board of School Directors." These Proceedings shall include the following:

- A. a record of all actions taken by the Board, with the vote of each member recorded;
- B. resolutions, motions, committee reports, and reports of the Superintendent, the Board Clerk/Chief Officer, Office of Board Governance, and the Senior Director of the Office of Accountability and Efficiency in full;

Special documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
- C. a record of the disposition of all matters which the Board considered but did not take action upon;
- D. attendance of Board members

Copies of the printed proceedings shall become part of the permanent records of the Board and shall be in the custody of the Board Clerk/Chief Officer, Office of Board Governance.

The Proceedings shall be made available for public access via the District website. Individuals or organizations wishing to receive printed copies of the Proceedings of the Board shall be charged a fee as determined by the Board Clerk/Chief Officer, Office of Board Governance, which fee shall cover the cost of paper, printing, and postage. (See Policy 8310 - Public Records.)

A court reporter shall take notes at regular meetings of the Board. The Board Clerk may arrange for the services of a court reporter for special meetings or meetings of a standing committee when deemed necessary. The notes of the court reporter shall be kept in the Office of Board Governance.

The Proceedings shall be bound together by years and kept in the office of the Board.

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Legal	16.61(3)(e), Wis. Stats.
	19.21(6)(7), Wis. Stats.
	19.32(1), Wis. Stats.
	19.35-36, Wis. Stats.
	19.55, Wis. Stats.
	19.88(3), Wis. Stats.
	119.18(2)(22), Wis. Stats.



Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	PRESIDENT - POWERS AND DUTIES
Code	po0171.1
Status	From Neola

0171.1 - PRESIDENT - POWERS AND DUTIES

The President of the Board shall:

- A. appoint standing committees to serve for one year and shall appoint all special committees whose appointment is not otherwise addressed;

In cases in which, because of the absence or illness of committee members, a standing committee would be unable to meet due to a lack of a quorum, the President may appoint other Board members temporarily to the committee on a meeting-by-meeting basis.

- B. preside at meetings of the Board and be responsible for the orderly conduct of all Board meetings by:

1. calling the meeting to order at the appointed time;
2. announcing the business to come before the Board in its proper order;
3. enforcing the Board's policies relating to the order of business and the conduct of meetings;
4. recognizing Board members who wish to speak and protect the speaker who has the floor from disturbance or interference;
5. explaining what the effect of a motion would be if the effect is not clear to Board members;
6. restricting discussion to the item that has been introduced;
7. restricting discussion to a motion that is before the Board;
8. answering all parliamentary inquiries or refer such inquiries to the Board Clerk/Director, Office of Board Governance, for study and reply; and
9. stating all motions, put motions to a vote, and announce the results, referring such activities to the Board Clerk/Chief Officer, Office of Board Governance, as appropriate.

- C. have the right, as other Board members have, to offer resolutions, to discuss questions, and to vote.

- D. sign the instruments, acts, and orders necessary to carry out State requirements and the will of the Board;

- E. consult with the Superintendent, the Board Clerk/Chief Officer, Office of Board Governance, and the Senior Director, Office of Accountability and Efficiency in the planning of the Board's agendas;

- F. confer with the Superintendent, the Board Clerk/Chief Officer, Office of Board Governance, and the Senior Director Office of Accountability and Efficiency on crucial matters that may occur between Board meetings;

- G. call special meetings of the Board as necessary;
- H. act as the public spokesperson for the Board at all times, except as this responsibility is specifically delegated to others;
- I. authorize Board members to visit other school systems and to attend conventions, seminars, and similar meetings at the Board's expense, in accordance with Bylaw 0175.1 - Travel;

Such authorization shall be certified in writing to the Board Clerk/Chief Officer, Office of Board Governance, and, when pertinent, shall state the name of the organization, purpose of the trip or meeting, destination, and the period of time involved.

- J. be a member ex officio of the Library Board immediately upon election to the presidency. If the President advises the Board that of a decision to not serve as a member ex officio of the Library Board, the Board shall, at the next regular Board meeting and by roll-call vote, elect one of its other members to serve as a member ex officio of the Library Board.

In the absence of, or during the disability of, the President, the Vice President shall serve as President. In the absence of both the President and Vice President, the Board shall elect a president pro tempore.

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Legal 43.54(1)(am), Wis. Stat.
119.10(2), Wis. Stat.



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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	VICE-PRESIDENT - POWERS AND DUTIES
Code	po0171.2
Status	From Neola

0171.2 - VICE-PRESIDENT - POWERS AND DUTIES

The Board may elect from its members an individual to serve as Vice-President. The Vice-President of the Board shall:

- A. preside at meetings of the Board when the President is not able to attend;
- B. perform other duties appropriate to the office of Vice-President as the Board determines;
- C. in case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.

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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	LEGAL COUNSEL
Code	po0172
Status	From Neola

0172 - LEGAL COUNSEL

The City Attorney of Milwaukee shall be the legal advisor of and attorney for the Board, except that the Board, pursuant to State statute, may retain an attorney to represent the Board in any matter if it is determined that the Board requires specialized legal expertise not possessed by the City Attorney; that the City Attorney does not have sufficient staff to adequately represent the interests of the Board; or that a conflict of interest exists. The Board shall provide the City Attorney with reasonable notice of any Board meeting at which the Board will consider retention of an attorney.

It shall be the duty of counsel to provide opinions on specific legal problems presented by the following persons:

A. the President of the Board or designated Board member;

B. the Superintendent of Schools or designated member(s) of the Superintendent's staff;

A copy of each request and response from the City Attorney shall be provided to the Superintendent.

C. the Board Clerk/Chief Officer, Office of Board Governance, or designated member(s) of the Board Clerk's staff;

A copy of each request and response shall be provided to the Board Clerk/Chief Officer, Office of Board Governance.

D. the Senior Director Office of Accountability and Efficiency.

Copies of all requests by any of the above named persons, as well as the responses to those requests, shall be provided to the Office of Board Governance and may be made public.

The Board or the Board Clerk/Chief Officer, Office of Board Governance, may submit requests for confidential legal opinions. Responses to such requests shall not be made public.

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Legal 119.12(6), Wis. Stat.



**MILWAUKEE
PUBLIC SCHOOLS**

Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	INDEPENDENT FINANCIAL AUDITOR
Code	po0173
Status	From Neola

0173 - INDEPENDENT FINANCIAL AUDITOR

The financial records and accounts of the District shall be audited annually by a certified public accountant in accordance with prescribed standards and legal requirements.

The independent auditor shall:

- A. examine the balance sheet of the District at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;
- B. conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary for the circumstances;
- C. render an opinion of the financial statements prepared at the close of the fiscal year;
- D. make such recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable;
- E. perform such other related services as may be requested by the Board.

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Legal	120.14, Wis. Stats.
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	ANNUAL REPORT
Code	po0174.1
Status	From Neola

0174.1 - ANNUAL REPORT

The Board Clerk, or an Administrator if authorized in accordance with Board action, shall file its annual financial report with the city clerk and shall send a copy of the report to the state superintendent. Annually at such times as the department prescribes but on or before September 1, the board shall file a verified annual report with the department, on forms supplied by the department.

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Legal	119.44, Wis. Stats.
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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	ASSOCIATION MEMBERSHIPS
Code	po0175
Status	From Neola

0175 - ASSOCIATION MEMBERSHIPS

The Board shall be an active participant in its state and national school boards associations.

The Board shall also maintain appropriate memberships in other educational organizations for the benefits that can be derived for the District. These institutional memberships shall require the recommendation of the Superintendent, the Board Clerk/Chief Officer, Office of Board Governance, or the Senior Director, Office of Accountability and Efficiency, and shall be subject to approval by the Board. The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

With regard to the Wisconsin Association of School Boards (WASB), the Board, following receipt of notice of an upcoming election from the WASB, shall elect the WASB delegate for Region 14 in September, October, November, or December of the year preceding any new three-year WASB term. If a delegate is unable to fulfill the designated duties to the organization, the President shall be notified, and an election shall be held at the next regularly scheduled Board meeting, and, upon the Board's approval, a replacement delegate shall be assigned as the District's representative to WASB for the interim period of appointment or unexpired term, as provided under the WASB's Bylaws.

Annually, the WASB Region 14 meeting will be held in Milwaukee, regardless of whether it is held separately or in conjunction with other WASB regions.

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Book	Policy Manual - First Draft Clean
Section	0000 Bylaws
Title	TRAVEL
Code	po0175.1
Status	From Neola

0175.1 - SCHOOL BOARD CONFERENCES, CONVENTIONS, WORKSHOPS AND EXPENSES

The Board recognizes the value of membership and attendance at conferences and meetings at the local, County, regional, State, and National level.

The Board President shall have the power to authorize Board members to visit other school systems and to attend conventions, seminars, and similar meetings at the Board's expense. Such authorization shall be certified in writing to the Board Clerk/Chief Officer, Office of Board Governance, who is responsible for coordinating Board member travel arrangements. When pertinent, the authorization shall state the name of the organization, purpose of the trip or meeting, destination, and the period of time involved.

Board travel shall adhere to the following parameters:

A. all Board travel must relate to achieving the Board's strategic plan;

B. Board travel shall be restricted only to the funds allocated to the Board itself for such purposes;

No part of the funding for any trip by a member of the Board shall be taken from the budgets of any schools or departments within MPS.

C. the Board member shall be reimbursed for eligible expenses, as described in the District's travel policies and procedures;

The Board member shall reimburse the District for any expenses incurred by the District that are unrelated to the trip or that are incurred due to a Board member's negligence or disregard.

D. rental cars are prohibited unless the use can be demonstrated to be the least expensive or most efficient mode of travel;

E. Board members who travel must present their travel findings to a public hearing of the appropriate committee of the Board, and that report shall be submitted to the full Board, published in the Board's proceedings, and posted on the District's website;

F. if a Board member's obligations are not met on a trip, the member must reimburse the District or appropriate source of funding;

G. annually, in January, a report on MPS-paid travel by individual Board members, listing each trip, its purpose, and its cost, must be distributed to the Board and made available to the public;

H. once it is certain that a Board member will be leaving the Board (whether through resignation, retirement from the Board, or defeat in an election), no travel expenditures may be approved for that Board member for the remainder of their term of office;

I. travel and personal expenses of a spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will

be borne by the District within budgetary limits.

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