

Welcome

to a meeting of the

School District of Mayville

Board of Education

- ❖ *The School District of Mayville Board of Education is responsible for policy making decisions which guide the operation of the District's schools.*

This brochure explains how the Board of Education functions and the steps to take when citizens speak to the Board of Education or raise a concern. We appreciate your interest and attendance.

We are glad that citizens come to listen and observe the Board of Education deliberations. Because the Board of Education desires to hear the viewpoints of citizens throughout the District, it will schedule a period of time on each regular or special meeting agenda for public participation.

If a citizen is here to address the Board of Education, we want him/her to know the procedures for speaking at the meeting. To provide maximum public involvement and to ensure the orderly conduct of Board meetings, the Board of Education has established the following procedures:

❖ **Participants Responsibilities:**

- ◆ Obtain and complete a citizen comment form in the room where the meeting is being held. Citizen comment forms are to be turned in to the Board President prior to the start of the meeting. Forms will be taken until the official opening of the meeting, and citizens will be called on to speak in the order the forms were submitted. The Board President will determine if citizens who turn in forms after the start of the meeting will speak.
- ◆ Citizens should stand when called on by the Board President and identify themselves by giving their name, address, and nature of the remarks.
- ◆ Citizens may have approximately five minutes to address the Board of Education.
- ◆ Address comments to the entire Board, not individuals.
- ◆ Citizens must be respectful of those whose views differ from theirs.
- ◆ If a citizen desires to make a recording of the proceedings of a Board of Education meeting, please obtain permission in advance from the Superintendent.
- ◆ Citizens are asked to speak only once on a given topic.

❖ **Board President & Board of Education Responsibilities:**

- ◆ The Board President will be responsible for maintaining proper order and adhering to time limits.
- ◆ The Board President will recognize citizens using citizen comment forms and convey the guidelines for citizen comments.
- ◆ Board members pledge to listen respectfully to all citizen comments without interrupting or engaging in conversation or debate.
- ◆ The Board President may terminate the remarks of any individual when the citizen does not adhere to the established public participation rules.

❖ **Responding to Citizen Comments:**

The Board will not react to a concern until it has obtained the necessary information. The Board cannot engage in debate concerning citizen remarks and cannot legally take immediate action on any issue a citizen may raise. Questions or comments regarding individual personnel issues are not appropriate topics for citizen comment and may not be discussed in open session.

In response to a citizen comment, the Board of Education may:

- ◆ Answer briefly, if information is known.
- ◆ Request an individual to submit his/her concerns in writing.
- ◆ Request that the administrative staff address the matter immediately or at a later date.
- ◆ Refer the matter to the Superintendent.
- ◆ Refer the matter to a Committee of the Board.

❖ Resolving Constituent Concerns

- ◆ The Board of Education has a procedure to address concerns about services provided in the District. This is explained in Policy 870. While the Board of Education is the final review authority, the policy asks citizens to first work with the proper school administrator. Respectfully, we ask that citizens not address a personnel matter or student issue with the Board of Education without first seeking the steps found in Policy 870.

❖ School Board Meetings

- ◆ The Board of Education meets at 6 p.m. on the *first* and *third* Monday of the month. The Board of Education meeting agenda and location is posted at all the school offices, the District Office, and on the District's website www.mayvilleschools.com. It is also printed in the Dodge County Pionier on the Thursday before the meeting. Special meetings may be called by the Board of Education members by giving 48-hour notice stating the time, place, and purpose.
- ◆ A copy of the agenda for all regular Board of Education meetings are available on the School District website on the Tuesday before each meeting.
- ◆ Meetings are open to the public so that the citizens of our district may view the work of the Board of Education. Closed sessions are not open to the public and are convened to allow the Board of Education to discuss negotiations, real estate, pending court proceedings, sale or purchase of securities and investments, and personnel issues regarding compensation or performance.
- ◆ Voting on all issues, including those discussed in closed session, is done in public. A majority vote renders approval of an issue.

❖ Meet the School Board Members

John Westphal – President

Term: 2015-2018

email: jwestphal@mayville.k12.wi.us

Richard Fink – Vice President

Term: 2014-2017

email: rfink@mayville.k12.wi.us

James Congdon – Board Treasurer

Term: 2015-2018

email: jcongdon@mayville.k12.wi.us

Barbara Lubahn-Hagedorn – Board Clerk

Term: 2014-2017

email: bhagedorn@mayville.k12.wi.us

Norbert Dornfeldt – Board Member

Term: 2013-2016

email: ndornfeldt@mayville.k12.wi.us

Terri Wilkens – Board Member

Term: 2014-2017

email: twilkens@mayville.k12.wi.us

Shannon Wild – Board Member

Term: 2013-2016

email: swild@mayville.k12.wi.us

❖ Superintendent Patricia Antony, Ed.D.

Patricia Antony, Ed.D. has served as Superintendent of Schools since July of 2010. As chief executive officer of the School District, the Superintendent carries out the policies, rules, and regulations established by the Board of Education, State of Wisconsin, and Federal Government. The Superintendent serves as the official representative and spokesperson for the District and manages and coordinates all departments and functions of the District. The Superintendent works with the Board of Education, administration, teachers, and all employees to implement the strategic plan and focus efforts on student achievement.

❖ Vision Statement

To meet the *diverse needs* of our learners within an ever-changing community and world, the School District of Mayville will create an *adaptive* and *responsive* system of learning that is meaningful for all.

❖ Mayville Public School District

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