

BOARD MEMBER AUTHORITY

All business of the Board will be transacted at legally constituted meetings of the Board. No member will have the power to act in the name of the Board outside of a legal Board meeting, except when empowered through Board appointment to carry out a special task.

- 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 closed 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. When a Board member(s) would like the administration to compile information which will require lengthy research and investigation, the request should be submitted to the District Administrator, who will distribute copies to the Board. The request(s) will be reviewed at the next meeting, if possible, by the Board and District Administrator 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 reference.

- C. The District Administrator 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., as are readily available. All such requests will be submitted to the District Administrator who will have his/her staff gather the information or material.
 - a. Individual Board members may use materials obtained to compile or organize data or statistics to meet his/her needs.
 - b. Individual Board members may request that materials obtained be disseminated to all Board members.

 - 2. Board members or committees 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 District Administrator, who will distribute copies to the Board. The

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3. Release of documents to individual Board members will comply with applicable state laws.
 4. The District Administrator will discuss with the Board President the number of requests and legality of requests.
- D. Except as otherwise provided, individual Board members should refrain from considering or acting upon complaints from citizens or employees until the complaints have been processed through proper administrative channels for investigation.
1. Any complaint involving an individual Board member should be referred to the Board President for review and action. If the complainant is not satisfied with the Board President's decision, the complaint may be referred to the Board as a whole.
 2. Any complaint involving the District Administrator should be referred to the Board President for investigation and review. The Board President will attempt to resolve the complaint at this level.
 3. If the complaint is not resolved, or the nature of the complaint warrants direct Board attention, the Board President will notify other Board members of the complaint and arrange for a Board meeting to discuss the complaint in detail. The meeting may be held in closed session in accordance with provisions of state law. Proper public notice will be given of the meeting.
- E. Any Board member who receives a complaint from a parent, staff member or citizen regarding any district matter should refer it through established channels for study and resolution. Individual Board members should not personally investigate a complaint nor respond to a complaint until it has been thoroughly reviewed.

ADOPTION DATE: July 13, 1998

REVISION DATE(S): March 14, 2005; November 28, 2022

REVIEW DATE(S): October 17, 2022

CROSS-REFERENCE: Policy 870 Public Complaints

LEGAL REFERENCE: Chapter 19, Subch. II, IV Wisconsin Statutes