

**Menominee Tribal School  
Mission Statement**

Our mission is to work together to create a school that is a safe learning environment where students; can achieve academic success and cultural awareness.

## **Menominee Tribal School Vision Statement**

The vision of the Menominee Tribal School is to develop individuals:

- Who are aware of their unique gifts as Native Americans
- Who have self-respect and pride in their family and community
- Who have begun the process of integrating culture and knowledge
- Who value a quality education
- Who are motivated to set high, attainable goals, and
- Who recognize their responsibility to our Native American Nations and beyond.

## **Menominee Tribal School Philosophy**

The Menominee Tribal School is committed to educating young Native Americans to develop moral values and academic skills in an atmosphere of trust, encouragement, acceptance, and community. We believe that each student will experience:

1. Personal self-worth
2. Cultural pride
3. His/her unique giftedness (the challenge to achieve according to his/her individual ability)
4. Proficiency in the basic life styles
5. Increased self-discipline
6. A sense of belonging
7. An appreciation of governmental responsibility and citizenship
8. The benefits of family involvement in their education

## **Goals of the Menominee Tribal School Board of Education**

- To offer an educational program encouraging each student to develop a concern for excellence and striving for continuous learning and growth.
- To maintain an environment that is dedicated to learning and opens to those with the curiosity to learn.
- To maintain an environment that promotes creative decision-making and effective communication.
- To promote and encourage the personal development and growth of each Menominee student.
- To promote and provide activities that help students develop knowledge of the Menominee History, Culture and Language.

## **Menominee Tribal School Board of Education Purpose**

### **Statement of Purpose**

The Menominee Tribal School Board of Education has the responsibility of the educational leadership of the students attending the Menominee Tribal School and their planning for future educational development. Within that responsibility rests the authority to oversee and plan for the academic and cultural growth of the students. Within the authorities set out by the Menominee Tribal Legislature pursuant to Ordinance 04-03, the Menominee Tribal School Board of Education exists to ensure the compliance of the school with Tribal initiatives and planning, the community's desire, and sound academic practice.

## **Board Organization**

The School Board shall consist of five (5) members, appointed by majority vote of the Tribal Legislature.

The term for all School Board members shall be three (3) years except for two of the initial appointees whose initial term shall be for two (2) years and one will be for one (1) year. Lengths of terms for each initial Board member shall be chosen by lot conducted by the School Board after all five have been appointed by the Legislature.

Those persons who wish to be considered for appointment must submit to the Menominee Tribal Legislature a resume which pursuant to Section 4, lists their qualifications for appointment to the School Board.

A member of the School Board may be removed by a majority vote of the Tribal Legislature when, in the Legislatures judgment, the best interests of the Menominee Tribal School will be served thereby, or when it is determined that a School Board member does not meet the qualifying criteria for membership.

School Board members shall be paid (to be set by motion of Legislature) per meeting. This amount may be adjusted annually at the discretion of the Menominee Tribal Legislature.

Any vacancy on the School Board shall be filled by appointment by the Menominee Tribal Legislature to complete the unexpired term.

The School Board shall meet at least once per month when the Menominee Tribal School is in session. All other meetings shall be governed by the by laws of the School Board.

## **Election of Officers**

At the first meeting of the Menominee Tribal School Board of Education, it shall be the responsibility of the Board to elect its three officers: Chairperson, Vice-Chairperson and Secretary.

Board officers shall hold their positions for one year. Officers may be re-elected; however, there is no limitation upon the number of times a duly elected member may run for these offices of the Board.

Terms of office shall be held until the Board holds its first meeting after the elections. At this meeting the transference of authority shall occur.

If for any reason, during the course of the year term, an officer of the Board cannot fulfill the obligations of the office, action will be taken by the Board to declare the seat vacant, and an election will be held by the remaining members to fill the vacant seat at the next regular meeting of the Board or at a special meeting called for that purpose.

## **Powers and Duties of Officers**

### **Officers:**

The powers and duties of the officers of the Board shall be restricted to the following unless the Board acts at a regularly scheduled or other legally constricted special meeting to modify those powers and duties noted below:

### **Chairperson:**

It shall be the responsibility of the Chairperson to preside over all Board meetings and hearings, to represent the Board and the School at official functions, to call special meetings of the Board, and to ensure that the Board complies in its charge to the Menominee Tribe and Menominee Tribal School. The Chairperson shall also be an ex officio member of any committee established by the Board, and shall carry all general duties and powers assigned to Board membership pursuant to Ordinance 04-03.

### **Vice-Chairperson:**

It shall be the responsibility of the Vice-Chairperson to act in replacement of the Chairperson should for any reason he or she is unable to carry out the above prescribed powers and duties. The Vice-Chairperson may from time to time be called upon to chair ad hoc committees established by the Board, and shall carry all general duties and powers assigned to Board Membership.

### **Secretary**

It shall be the responsibility of the Board Secretary to act in the absence of the Chairperson and Vice-Chairperson in the carrying out of their powers and duties. As in the case of the other officers, the Office of Secretary also carries all general duties and powers assigned to the Board membership.

## **Members**

It shall be the responsibility of the members of the Board to serve consistent with, and under the provisions of Ordinance 04-03. Responsibilities shall also include the duty to monitor and pass on the budget, curricula, policy, planning, reporting and overall activity of the Menominee Tribal School.



## **Attendance**

It is expected that members of the Board shall fulfill their responsibilities to the Menominee people by attending all regular or special meetings of the Board except in case of extreme emergency or reasons of ill health. It is expected also that members who are unable to fulfill their obligations should inform the Administrative Assistant at Menominee Tribal School.

It is understood that any Board member not attending a meeting will be ineligible to receive any stipend to which the Board may otherwise be entitled. Unexcused absences at three consecutive meetings by a Board member may be grounds to recommend to the Tribal Legislature removal of such member from the Board.

## **Committees**

The Menominee Tribal School Board of Education shall have no standing committees. The Board, however, may create special Ad Hoc committees, from time to time as special conditions necessitate such action. A majority vote of members present at a legally constituted meeting shall be appointed by the Chairperson, motioned by the board with purpose and timeline clearly stated, and shall be terminated upon completion of their assignment, which ordinarily will result in a written report to the Board. School Board members shall be paid (a payment set by motion of the Tribal Legislature) per sub-committee meeting. Each school board member is entitled to (payment set by Tribal Legislature for time on task) when activities are required beyond the committee meeting. The board must approve this in advance.

Time on Task will not exceed eight (8) hours on any given day nor 40 hours in any year from July 1 to June 30.

## **Compensation, Travel and Expenses**

### **Compensation**

Compensation to the Board for any purpose shall be included in the annual budget submitted to the Tribal Legislature for approval.

The School Board is compensated for all Board activities as provided for in Tribal Ordinance 04-02 and noted herein.

### **Travel and Expense**

Travel and related expenses shall conform to tribal travel policies; shall be approved in advance by the Board; and shall be limited to functions that have a direct relationship to tribal school and board activities.

### **Contracting**

Pursuant to Tribal Ordinance No. 04-03, the Board is prohibited from entering into contracts, memorandum of agreements, or any other type of binding agreements without the written consent of the Menominee Tribal Chairman.

## **Ethics**

The Menominee Tribal School Board of Education has a moral duty and responsibility to the school, the community, and the students. In carrying out of that responsibility, the Board imposes the following:

- Individual Board members shall not intervene in the orderly process of school administration and governance. Concerns over policy or personnel matters shall be addressed through the application of the principles set out in Ordinance 83-6 and Ordinance 04-03.
- The Board shall act only at duly authorized meetings with a quorum present to conduct business and develop policy for the school. All the Board's actions shall be within the charge granted to the Board by Ordinance 04-03.
- In any issues before the Board involving close family relationships and potential nepotism, Board members agree to decline to those identified in the Menominee Indian Tribe of Wisconsin Personnel Policy and Procedures manual.
- The Board must be apolitical in its charge to the community and the students. The Board will take no action to endorse or otherwise support any candidate for any tribal office or position.
- The Board in all of its actions will faithfully maintain the principles of due process, and will assure that all sides have a legitimate hearing in any issue brought before it.
- The Board will bargain in good faith with all employees of the school in accordance with Ordinance 83-6.
- The Board will strictly adhere to the policies and procedures of the School and will work in consort for the positive growth of the school for all its students.

### **Limitation of Authority**

The Menominee Tribal School Board of Education is a body of individuals who act in consort as an elected entity. No individual member of the Board may speak or act in the name of the Board except as the Board as a whole has specifically delegated that responsibility within these policies, or as the Board from time to time may authorize at a legally constituted regular or special meeting.



## **Menominee Tribal School Board of Education Procedures**

### **Agenda**

The agenda for regular meetings shall be established by the Chairperson of the Board or the designee. Board members and other persons wishing to have items placed on the agenda should submit the item to the School Administrative Assistant in writing at least ten days prior to the next meeting or by requesting the Board as a whole to consider an item for discussion at a regular meeting of the Board.

The agenda along with appropriate documentation for action items shall be prepared by the School Administrative Assistant who shall mail the agenda and other documents to each Board member at least seven days before a regular meeting date.

The order of business for regular Board meetings shall be as outlined on the page following.

### **Agenda – Special Meetings**

The agenda for special meetings shall consist of only those items of business for which the special meeting was called. The Board may at a special meeting also engage in a discussion of matters other than those specified on the agenda; however, action (consisting of majority vote of the Board at a duly constituted meeting) may be taken only on the agenda items for which the special meeting was originally called.

Any items listed under Executive Session shall be specified as Personnel, legal, or student actions.



## **NOTICE OF MEETING**

(Tribal Attendance is Encouraged)

DATE:

TO: MTS SCHOOL BOARD

FROM: \_\_\_\_\_, CHAIRPERSON

RE: MTS SCHOOL BOARD MEETING, DATE, TIME, PM AT THE  
MENOMINEE TRIBAL SCHOOL. NEOPIT, WI

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Pursuant to call of the Chairperson, there will be a MTS School Board meeting on  
DATE, TIME, at Menominee Tribal School in room #.

### **AGENDA:**

1. Call meeting to order
2. Roll Call
3. Moment of Silence
4. Other Business
5. Approval of Minutes
6. Administrator's Report
  - Assistant Principal
  - Sped
  - Business
7. Executive Session
8. Adjournment

## **Meetings**

### **General**

Regular and special meetings of the Board are the only times that official actions pertaining to the affairs of the Menominee Tribal School may be made. All regular and special meetings of the Board shall be open to the public, except when the Board by a majority roll call vote of the members in a duly constituted meeting with a quorum present may vote to suspend a regular or special meeting to meet in executive session to discuss matters of personnel, property acquisition and/or competitive bids.

Meetings shall be held on a monthly basis to conduct regular business. So as to be accessible to parents, all regular meetings shall be held in the evening. At the first meeting after an election, the members of the Board shall determine which evenings they will all be available each month. Once an agreement has been reached, the Board shall act by motion to establish the calendar for the next year. The calendar shall be disseminated to all parents of the Menominee Tribal School students.

### **Special Meetings**

From time to time there may be requests to hold special meetings. Members of the Board or school administration shall contact the Chair or Vice-Chair for the Board and request that a meeting be held. The Chairperson, or when he or she cannot be reached, the Vice-Chairperson shall determine the desirability and urgency of the request. Should it be determined that a special meeting is needed, notice shall be given to all Board members and school administration at least twenty-four hours in advance. The notification shall state the special matter or matters to be addressed. At such meetings, only the business for which the meeting was called shall be in order of action. Should the Board also discuss other matters, it is understood that such other matters can only be discussed and no other formal action may be taken.

### **Retreats**

The Board may elect to hold retreats for the purpose of in-service for itself and the professional staff to discuss, e.g. changes in Board policy and professional development/training. These shall be established at the discretion of the Board. School Board members shall be paid \$100.00 per retreat.

In no case shall any formal action be taken by the Board at any Retreat.

### **Quorum**

Any duly called meeting have three of the five total members in attendance shall be declared to have a quorum and shall be constituted to conduct Board issues.

### **Consultants – Use of Resources**

The Board may employ at its discretion consultants and other resource persons to assist it in any matters pertaining to the accomplishments of the stated purposes and goals of the School. The Administrator shall assist the Board in the establishment of the criteria for selecting consultants and when appropriate shall make recommendations for specific persons or agencies to the Board.

Consultants shall be hired only in ad hoc situations shall enter into formal contracts defining the scope and responsibilities of consultancy. The Board shall define the parameters of the agreement deliverables prior to entering into any such contract.

### **Minutes, Records**

All proceedings and actions of regular and special Board meetings shall be recorded in the minutes; copies of the minutes shall be distributed to all Board members and the school Administration.

The original copy, when approved and signed by the Secretary of the Board, shall be safeguarded in the school files. Minutes of all meetings shall be available in the Administrator's office for view.

All minutes shall be faithfully recorded and under no circumstances shall Board actions be deleted from the documents. All minutes from all regular and special meetings shall be considered for approval at the next regular meeting of the Board.

### **Participation by Tribal Members, Parents and Staff**

The Board recognizes the contributions and ideas from tribal members, parents and staff which may be derived from open meetings. The Board assures that all meetings shall be open and available to the public – unless established specifically to address specific personnel or other matters legally requiring closed sessions.

The Board shall take all comments under advisement and incorporate beneficial concepts into the school's operations.

## **Policy Development/Regulation and Procedures**

The Board is the policy forming body of the school. Policies should be jointly developed through the efforts of the Board, staff, and parents. The Board, however, shall make the final determination regarding each policy for the operation of the school.

Policies should reflect the intent (goals and objectives) of the Board. The administrative regulation shall be prepared under the direction of the Administrator and shall become the operating guidelines for implementing the adopted policies.

Policies will receive two separate reading at duly constituted Board meetings prior to adoption or rejection.

Meeting/Reading Number 1: Policy statement is introduced and discussed

Meeting/Reading Number 2: Modification of policy statement, if necessary, and adoption.

The purpose of this policy is to allow ample time for research and discussion prior to adoption. This process may be suspended and final action may be taken after the first reading only by unanimous action of the Board.

### **Reports from Staff**

The Board shall require monthly reports from the school administrator and other reports as deemed necessary.

The reports shall include:

- Administrator's
- Special Education
- Business
- Committees

## **Charges and Complaints**

It is anticipated that the Board in the normal course of events will not be able to conduct all of its affairs in such manner as to be free from charges and complaints stemming from its actions. Therefore, the Board established the following procedures for individuals and groups to seek redress for its actions or policies:

- All charges and complaints should be made to the Board in writing and be submitted to the School's Administrators or the Administrative Assistant at least one week before a regular or special meeting of the Board.
- The statement of charges or complaints shall be placed on the agenda for the Board's meeting as a non-action item to permit the Board to determine further action, which may be necessary. Should the Board in its deliberations determine that a hearing or other formal action is required; a timely meeting date for this purpose shall be established.



## **Hearings**

From time to time there may be occasions where the Board will be called upon to hold hearings and offer due process to parents, students, and employees. In all cases the Board shall strive to conduct these hearings in as impartial a manner as is humanly possible.

## **Grievance**

Refer to Ordinance 83-6 and Ordinance 04-03 under Duties # 4, 5, and 12.

## **Expulsion**

The Administrator may recommend a student for expulsion for any incident involving weapons, drugs, or severe injury to another student. This includes endangerment due to a bomb threat, explosives, or arson. The Administrator may also recommend expulsion due to habitual severe misconducts with little progress made from the student and/or little response from the parent or guardian.

The Administrator reviews each case and makes a decision with consultation from the Administrative Team. The Administrator will assure that the parent/guardian of the student is notified for this decision and knows his/her rights of due process. Recommendation for expulsion is then made to the Menominee Tribal School Board of Education.

The Menominee Tribal School Board of Education will hold a Hearing to review the case. Both the student and parent/guardian must be present to present their case. The team members will then make a decision within 24 hours. The duration of the expulsion and the review date will be indicated on this notice. During the expulsion process the student is entitled to the full protection of due process, including the right to legal counsel at their expense.

The parent or guardian may appeal this decision to the Menominee Tribal Court at his or her own expense.

### **Rules of Order**

In order to ensure the appropriate and consistent conducting of business, the Board shall employ Meeting, Rules and Procedures by Alice Pohl in all proceedings. The Board, following said rules, and employing the standard agenda shall conduct all meetings uniformly.

## **Voting**

All members of the Menominee Tribal School Board of Education shall have one equal vote. In all matters requiring a vote of the Board, the Chairperson, or in the absence of the Chairperson, the ranking officer, shall call for a vote of the membership. All members excluding the ranking officer shall vote. In event of a deadlock, the Chairperson, or the ranking officer acting in his or her place, shall vote to break the deadlock.

### **Resignation of Members**

Should a vacancy occur within the School Board, the following activities shall be undertaken to ensure the continuous operation of the Board in its charge to the school and the community:

- Should the member submit a letter of resignation, the Board shall act at its earliest convenience to accept or decline the resignation.
- If, due to inactivity of a Board member, three consecutive meetings have been unattended without valid reason accepted by the Board, the Board may act to declare that the member has resigned his or her position.
- Should the vacancy occur within the Board it will be filled in accordance with Ordinance 04-03.

## **Removal from Office**

### **Malfeasance**

The Board members shall always act in the best interest of the students and community. Any member of the School Board who is convicted of any crime shall be suspended from the Board pending the Board's formal review. A formal hearing of the Board shall be convened for the purpose of allowing the member to present testimony as to why he or she should not be removed from the Board.

The member in question may invoke the services of an attorney, and at his or her discretion the hearing will be held in open or closed session. The hearing date shall be at the earliest convenience of all parties, and shall be called by the Board Chairperson or Vice-Chairperson. Once having heard all testimony, the Board shall enter a closed session after which they shall render a decision, which shall be then forwarded to the Menominee Tribal Legislature for any up or down vote.

### **Procedural Amendments**

The procedures of the Board allows for the uniform application of school policies and the assurance of consistent action. Therefore, the process of amending the procedures must be undertaken with the unanimous support of the Board.

All recommendations shall be recorded in the minutes, and a period shall be set aside for the development of said procedural revision.

The Board shall act to adopt the changes or to request further revision. In each case, it shall take the unanimous consent of the Board to approve a procedural revision.

## **Board/Administration Relations**

The role of the Board and the Administrator differ in Policy formation, i.e., the Board is legislative and the Administrator is executive. That is, the Board determines the policy and direction for the school based upon staff recommendation, research, and legal counsel. Once a policy has been established by the Board, it becomes the responsibility of the Administrator to interpret that policy ensuring that, within the frameworks of the school and the Board, the policy is carried out.

The Administrator is responsible for bringing policy recommendations to the Board and to develop or cause to be developed regulations and procedures for the implementation of Board policy. The Board, acting in concert or independently, shall not undertake the role of administration or assume responsibilities assigned to the Administrator through the Board's relationship with the Administrator.

Under no circumstances will the Board become involved with any personnel or other administrative issues which might circumvent established school administrative procedures and/or internal operations. Recognizing that prejudicial actions might negate or invalidate the Boards involvement in potential further actions wherein it may be called upon to act in a hearing process, and in consideration of overall employee moral and equality of practice, the Board agrees to refer any such issue to the School Administrator for his or her action.

In all cases, it shall be the responsibility of the Administrator to ensure the compliance of the school and its personnel with the legal mandates and policies of the Board. It shall be the responsibility of the Board to ensure compliance with its administrative contracts. The Administrator shall be responsible to the Board for all activities, the Board's responsibilities shall be to require the Administrator that all operations are carried out within the charge granted by Ordinance 04-03, within the legal guidelines established by any contracting agency or organization, and within sound professional and ethical practice.

## **Administration**

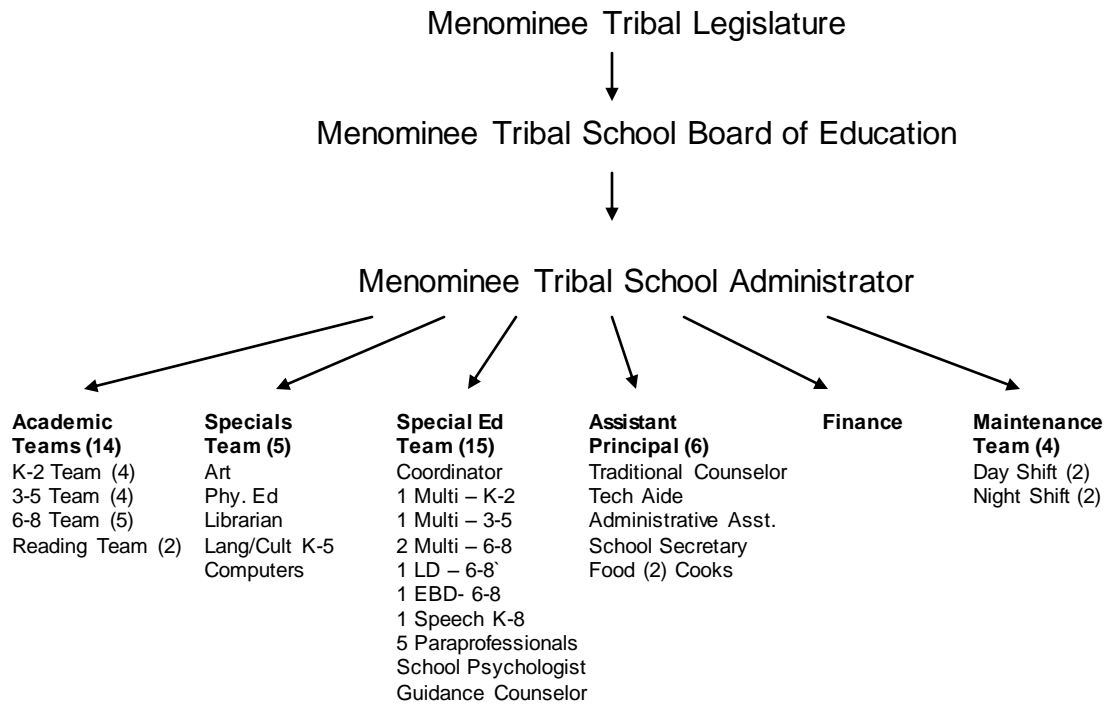
### **Goals and Objectives**

The administrative and organizational function of the Menominee Tribal School is at all times to be carried out in a manner consistent with the intent of the Menominee Tribal School Board of Education and the philosophy, mission and goals of the school. The policies contained in this section are provided to guide the Administrator and other employees who perform administrative functions as they carry out their responsibilities to the Menominee Tribe, the Menominee Community, the parents, students, and staff.

The goal of the administration is to facilitate the implementation of Board policy, This shall include the responsibility:

- To establish procedures of policy implementation;
- To advise and counsel the Board
- To maintain the professional operation of the school through sound administrative practice;
- To plan – in concert with the Board – the development of continuing refinements in the operations of current programs and the effecting of new developments;
- And to set appropriate objectives consistent with this responsibility.





## **Administrator**

### **Selection/Hiring**

Consistent with Ordinance 04-03 for hiring of school administrator shall be done in accordance with Ordinance 83-6. The School Board shall appoint two (2) of its members and one (1) Menominee Tribal School Employee to interview any prospective candidates for the School Administrator along with one (1) Human Resource representative and one (1) Administrative Service Officer or Administrative Manager.