



Board of Education Meetings

Introduction

The following are topics by month that may be discussed at a Board of Education meeting during the current or upcoming school year. This schedule is informational and is meant to inform the public of possible topics for discussion. The schedule below allows for periodic updates on the Strategic Plan, Board Goals, Superintendent Goals, as well as operational items that must occur during the course of the year. Each Board of Education meeting allows two opportunities for citizen comments, salutes and recognitions of community members, staff, students or parents, a review of upcoming activities, a legislative advocacy discussion and personnel items are all routine items. A Student-Board Representative report and Spotlight on Learning (unless otherwise noted as summer meetings do not have a spotlight or student board reports) are part of a Board meeting. Final meeting agendas are posted on the [Board of Education webpage](#) the Monday prior to the meeting date. A current schedule of meetings can be found [here](#).

Board of Education and Meeting Location

The Pewaukee Board of Education consists of seven members. Board members are elected by vote of the entire District and represent the entire District. Regular Board of Education Meetings begin at 7:00 p.m. and are held the second and fourth Monday of each month in the Pewaukee High School Learning Commons (510 Lake Street Pewaukee, WI) unless otherwise noted.

Committee Meetings

In addition, there are two standing Board of Education committees that meet regularly. These committees are: Business Affairs and Policy Committee. The Business Affairs Committee reviews the proposals related to the business operations of the District prior to action being taken by the full Board of Education. The Business Affairs Committee meets the first meeting of the month at 6:00 p.m. and the Policy Committee meets every other month beginning in October at 6:00 p.m. The Policy Committee creates new policies and procedures when needed, reviews, edits, and recommends changes to existing policies and procedures of the District. Action on these recommendations is taken by the full Board. All current policies/procedures are found [here](#).

Student-Board Representatives

The Board of Education has two Student-Board Representatives. Student-Board Reports start in October and are presented at the first meeting of the month.

Community members are welcome to attend these open meetings.



Board of Education Meeting Topics by Month

August

There is no Spotlight on Learning this evening.

Budget Hearing & Annual Meeting: 7 p.m./7:30 p.m. respectively; Board Meeting at 6:30 p.m.; Business Affairs at 6 p.m. - Location: PHS Auditorium

- Board and Superintendent Goal Setting/Evaluation
- Open Enrollment Seat Designation Adjustments, if needed.

September

Two meetings this month

Meeting topics:

- Start of School Report
- Strategic Plan Adoption
- Youth Risk Behavior Survey
- Pledge to Serve for New Student-Board Representative
- Board of Education/Superintendent Goals Discussion/Consideration
- Summer Campus Improvements
- Crisis Response Plan Review (every three years) – Last approved in the **2022-2023** school year **next approval: 2025-2026 school year**
- Field Trip requests as needed for International travel
- Third Friday Count Report

October

Two meetings this month

Meeting topics:

- Resolution Authorizing Short Term Borrowing
- Start College Now/Early College Credit Application Considerations
- Youth Risk Behavior Survey Presentation
- Tax Levy and Tax Rate report
- Budget Adjustments and Possible Adoption of the Original Budget for the Fiscal Year
- School & Teaching & Learning Continuous Improvement Plans
- Department Continuous Improvement Plans/Reports
- Data & Assessment Report (or November depending on timing of data release from the State)
- Closed Session: Succession Planning and Superintendent Evaluation



November

Two meetings this month

Meeting topics:

- Pewaukee Scholarship Fund Discussion
- Board of Education Evaluation of Meetings/Survey
- New Course Proposals/Curriculum Considerations
- Pewaukee Scholarship Fund Discussion
- Summer School Report/Presentation
- WI Association of School Boards Convention Delegate Selection
- WI Association of School Boards Annual Board Development Survey
- WI Association of School Board/COSSBA Presentation Discussion and Updates
- International Field Trips & Curriculum as needed
- Strategic Planning Update

December

ONE meeting this month

Meeting topics:

- Audit Report Presentation for the last school year
- Strategic Plan Update
- Budget & Staffing Plan Review of Calendar
- Safety Drill Log Consideration
- Long-Range Capital Projects Update
- Election Candidate Report & Election Update
- School Year Calendar Consideration (or January)
- WI Association of School Boards Resolutions Review/Discussion
- WI Association of School Boards/COSSBA Presentation Discussion and Updates

January

ONE meeting this month and a Learning Session

Meeting topics:

- Open Enrollment Seat Designations
- Field Trip Requests (as needed)
- School Year Calendar Consideration (or December)
- School Safety/Transportation Update
- Long-Range Capital Projects Review
- WI Association of School Boards Perception/Evaluation Survey Discussion

January, continued

- Strategic Planning Update
- Closed Session: Superintendent Mid-Year Evaluation



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February

Two meetings this month

Meeting topics:

- Recognition for Eagle Scouts/Other Teams
- Strategic Planning Update
- New Course Proposals/Curriculum as needed
- Waukesha County Special Education Cooperative Contract
- Borrowing Resolution/Refunding Bonds as needed
- Evaluating Board Meeting Efficacy
- Second Friday in January Enrollment Count
- Board of Education Goals Update
- WI Association of School Boards Convention Discussion and Delegate Assembly Report
- Curriculum Renewal Cycle & Calendar Update
- Set Date for Annual Meeting

March

ONE meeting this month and a Learning Session

Meeting topics:

- Early College Credit/Start College Now Applications for Semester One of next school year
- Audit Contract (bi-annually)
- Curriculum as needed

April

ONE meeting this month

Meeting topics:

- Course Proposals and Curriculum, as needed
- School Board Election Update
- Oath of Office for New Board Members (must be done by the fourth Monday of April)
- School Resource Officer Presentation/Update
- Strategic Plan Update
- Present First Draft of Budget & Staffing Proposal
- Cooperative Educational Service Agency #1 (CESA 1) Delegate Appointment
- Proposal Topic Discussion for WI Association of School Boards and COSSBA
- Board of Education Evaluation Survey
- Closed Session: Preliminary Notice of Non-Renewal for Teachers

May

Two meetings this month

Meeting topics:

- Election of Board Officers (Committees are to be done at next meeting per policy) and officers



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- need to be elected within 30 days from the fourth Monday in April
- Cooperative Educational Service Agency #1 (CESA 1)
 - CESA #1 Contract Renewal (or June depending on when received)
 - CESA #1 Delegate Appointment
 - Election of CESA I Representative
 - Preliminary Budget Adoption
 - Strategic Planning DeBrief/Discussion
 - Board & Superintendent Goals Update
 - Open Enrollment Acceptance of Incoming Students

Non-Renewals:

- Final Notice of Non-Renewal (May 15th is the deadline for written notice to be sent)
- Final Reduction in Force - Support Staff
- Employee Handbooks/Addenda
- Education 4 Employment (E4E) - Annually (or June meeting)
- Waukesha County Area Schools Cooperative Consortium Annual Participation Resolution (or June meeting)

June

Two meetings this month

Meeting topics:

- Appointment of Board Committees, per Policy
- **Summer Meetings include a report from:** Parent Teacher Organization (PTO) and Booster Club - a year in review - Exact presentation date: TBD
- Team 1259 Robotics Highlights from the year and Presentation (Meeting Date: TBD)
- Board and Superintendent Goals Update
- Strategic Plan Update
- Amend Operating Budget
- Breakfast and Lunch Price Consideration, if needed
- Teachers on Call Contract Renewal: Done bi-annually
- Southeastern WI School Alliance (SWSA) Contract Renewal
- Board of Education Meeting Schedule for the upcoming school year
- Property & Liability Insurance Renewal Consideration
- Board of Education Evaluation Discussion
- Closed Session: Superintendent Evaluation/Compensation or at a Special Meeting
Administrator Evaluation & Compensation Consideration, Confidential Support Staff Wage Consideration and Wage Consideration for support staff/misc: Teachers, Food Service, Custodians, Paraprofessionals, and Secretary



July

ONE meeting this month

Meeting topics:

- Pewaukee High School Booster Club - a year in review - Exact presentation date: TBD
- Team 1259 Robotics Highlights from the year and Presentation (Meeting Date: TBD)
- Capital Lease Discussion
- Standards Adoption
- Board/Superintendent Goal Setting (or in early August)
- Strategic Plan Update
- WIAA Contract Renewal
- Athletics and Activities Update
- Athletics & Activities Code of Conduct Update
- Teacher Compensation/Evaluation Consideration
- RtI Handbook Revisions (if needed)
- Parent-Student Handbooks
- Closed Session: Superintendent Evaluation/Compensation or at a Special Meeting