



Wednesday, October 14, 2026
Policy Committee

Middleton-Cross Plains Area School District
District Services Center (DSC 1)
7106 South Ave.
Middleton, WI 53562
3:00 PM

Board members not assigned to this committee may attend these meetings at any time to gather information which may result in a quorum of the board. No board business will occur at this meeting.

1. **Call the Policy Committee Meeting to Order at 3:00 p.m.**
2. **Approve Policy Committee Minutes**
 - A. Approval of Minutes from the October 7, 2026 Meeting
3. **Items for Information and Discussion**
 - A. Discuss Revisions to Board Policy I-D Board Organization Policy
 - B. Discuss Revisions to Board Policy 1-D.1-Filling Board Vacancies
4. **Adjournment**

Policy Committee
October 7, 2026 3:00 PM Alaskan

District Services Center (DSC 1)
7106 South Ave.
Middleton, WI 53562

Attendance Taken at 3:02 PM.

Bartlett Durand Jr.: Present

Bob Green: Present

Bob Hesselbein: Present

Present: 3.

Superintendent Dr. Dana Monogue was also present.

1. Call the Policy Committee Meeting to Order at 3:00 p.m.

2. Approve Policy Committee Minutes

2.A. Approval of Minutes from the June 1, 2026 Meeting

Motion to Approve the June 1, 2026 Policy Committee Meeting Minutes. This motion, made by Green and seconded by Durand, Carried.

Bartlett Durand Jr.: Yea, Bob Green: Yea, Bob Hesselbein: Yea

Yea: 3, Nay: 0

3. Draft a Revision to Board Policy 1-D.1-Filling Board Vacancies

Committee Members reviewed policy I-D Board Organization Policy and I-D.1 Filling Board Vacancies. Board President Bob Hesselbein will take the feedback from the discussion and draft revisions for each policy.

Proposed Agenda Topics:

- Annual list of policies to review

4. Adjournment

Motion to Adjourn the Policy Committee Meeting. This motion, made by Green and seconded by Durand, Carried.

Bartlett Durand Jr.: Yea, Bob Green: Yea, Bob Hesselbein: Yea

Yea: 3, Nay: 0



BOARD ORGANIZATION POLICY

Policy I-D

ADOPTED February 13, 2017

REVISED April 9, 2025

I-D - BOARD ORGANIZATION POLICY

The Board will adhere to all State and Federal laws pertaining to the organization and functioning of school boards.

All Board members will represent the needs and interests of the District as a whole.

The Board will consist of nine (9) members residing in the following geographic areas as depicted in the [attached map](#) and as generally described below:

Springfield area	(Area I)	1 member
Cross Plains area	(Area II)	2 members
West Middleton, South of Old Sauk Road to Gammon Road, and a portion of the city of Madison	(Area III)	1 member
City of Middleton, Westport, and a portion of Town of Middleton	(Area IV)	4 members
Central area bordered by Evergreen Rd on East, Enchanted Valley Rd on West, Schneider Rd on North and Old Sauk Road on South	(Area V)	1 member

When a Board member ceases to be a resident of the District or is unable to attend meetings for a period exceeding sixty (60) days, her/his seat will be considered vacant. Vacancies will be filled according to Board procedure.

Board officers will be elected as defined by law with duties agreed upon by the entire Board.

Individual Board members will receive salaries as established at the Annual Meeting.

See Wisconsin Statute § 120.02 Method of changing number, apportionment, or election of School Board members.

Adopted: 02/13/17
Revised: 02/27/23
Reviewed: 02/24/2025

Middleton-Cross Plains Area School District

SECTION I BOARD OF EDUCATION

Policy I-D.1

FILLING BOARD VACANCIES

ADOPTED Feb 27, 2017 · REVISED Jun 11, 2026

1-D.1 - FILLING BOARD VACANCIES

Vacancies on the Board shall be filled in accordance with State law (WI Stat § 17.26 (2022)) and this policy. Any person who fills a Board vacancy in an apportioned area must be both a resident of the area in which the vacancy occurs and a qualified elector of the District.

The individual who is selected to fill a Board vacancy shall not take office until they have taken and filed the oath of office. The oath shall be filed on or before any date or deadline that the Board establishes for the appointee to take office. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law. The appointee will be asked to assume the seat at their earliest convenience, preferably by the next scheduled meeting. State law determines the date on which an appointee's term of office expires.

Appointment Guidelines

During the 60 days immediately following the date on which a vacancy first exists, the Board may fill the vacancy only by an appointment made by a majority vote of the remaining members of the Board. Any such attempt to fill the vacancy shall be consistent with the following guidelines:

- A. The Superintendent, or their designee, shall give notice of the vacancy to the public. The notice shall include a deadline for applying to fill the vacancy. The deadline shall be at least fourteen (14) days after the date that the notice is first placed on the District website or otherwise first posted or published.
- B. Any qualified elector of the District who is interested in filling the vacancy may submit a letter of application (addressing qualifications and interest) to the Office of the Superintendent. Applications received by the specified deadline are assured consideration. The Office of the Superintendent will then send qualified applicants a list of questions relevant to the position of School Board member. The Board delegates responsibility for the drafting of these questions to the Superintendent and Board President. The applicants' responses will be forwarded to current Board members for review. If one or no applications are received by the deadline, the Board President may direct the Superintendent to reissue the solicitation of interest

with the deadline for assured consideration extended by up to an additional fourteen (14) days. The Board President shall ensure that all Board members are informed of any such extension.

- C. On or before the date of the Board meeting at which the Board considers the potential appointees, each potential appointee shall also submit a sworn declaration of eligibility to hold the vacant Board seat.
- D. The Board shall consider all the identified potential appointees at a properly noticed meeting of the Board. Each potential appointee shall be given an opportunity to make a statement in support of their possible appointment to serve on the Board. The Board may question the potential appointees.
- E. The possible selection of an appointee to fill the vacancy will proceed with the use of signed, written ballots unless a majority of the Board approves the use of a roll call or voice vote. A standard majority of votes cast shall be required to make an appointment, with any vote for "none of the above" counting as a vote cast. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes. If all candidates are tied and/or if more than one candidate is tied for second place and no majority exists, the Board shall include such additional candidate(s) in the next round of voting. The Board at any time may through a majority vote choose to repost the position and restart the process.
- F. The Superintendent and Board President shall jointly ensure each person who fills a vacancy is provided with an orientation to the duties and responsibilities of serving as a Board member.

If a vacancy has not been filled by an appointment made within sixty (60) days of the date on which the vacancy first exists, the Board will attempt to fill the vacancy using the following procedure:

- A. If a duly elected successor (i.e., elected at a Spring Election) will take office in the seat that is currently vacant within the next 60-day period that follows the initial 60-day period of the vacancy, no other appointee shall serve in the vacant seat in the interim.
- B. If the vacancy is not filled by the duly-elected successor in office pursuant to the previous paragraph, then at a regular Board meeting held no later than forty-five (45) days after the end of the initial 60-day period of the vacancy, the Board shall attempt to appoint a qualified elector to fill the vacancy by a majority vote. If after five (5) rounds of voting the Board still has been unable to fill the vacancy, then the chairperson of the meeting shall declare a deadlock and immediately call for nominations in order to break the deadlock by the random selection of a nominee.

C. A nominee must be a qualified elector who has submitted a sworn declaration of eligibility to fill the vacancy in question and who has not withdrawn from consideration. Each Board member who is present at the meeting may nominate, or support the nomination of only one nominee.

D. Each nominee, if any, whose nomination is supported by at least two Board members (inclusive of the Board member who initially made the nomination) will be included in the random selection process. Any nominee selected as a result of the random process is thereby selected to fill the vacancy. All candidates will be notified of the Board's decision.

E. If, for any reason (including the lack of any identified potential appointee), the vacancy is still unfilled 105 days following the date on which the vacancy first existed, then the procedures listed above shall be repeated at regular Board meetings held at approximately monthly intervals until either the vacancy is filled or there are fewer than sixty (60) days before a duly-elected successor will take office in the vacant seat.

For purposes of this policy, a regular Board meeting is any Board meeting convened pursuant to lawful authority (e.g., a meeting scheduled by a specific vote of the Board, the regular monthly meeting(s) established by a Board decision or under Board policy, etc.) other than a meeting that has been scheduled and convened upon the call or request of an individual Board Member.

Approved: 2/27/17

Revised: 4/10/23

Middleton-Cross Plains Area School District