

**MEMORANDUM**

**TO:** Andy Gryske, Board President  
Green Lake School District Board of Education

**FROM:** von Briesen & Roper, s.c., Board's Legal Counsel  
By: Mark S. Kapocius and James R. Macy

**DATE:** March 1, 2023

**RE:** **Green Lake School District Investigation Findings Pursuant to Board Policy 0144.5-Board Member Behavior and Code of Conduct re: Complaint against Board member Mary Cyrier**

**I. Introduction**

Based on a January 27, 2023 complaint filed by the Board President, Andy Gryske, an investigation was conducted pursuant to Board Policy 0144.5- Board Member Behavior and Code of Conduct. Board Policy 0144.5 states, "[t]he President or Vice President shall review the complaint and determine whether he/she can investigate the matter or contact the School District's legal counsel for support." Board President Gryske filed the complaint regarding Board Member Mary Cyrier after other methods of revolving ongoing concerns related to her conduct had not been successful and due to his continued receipt of concerns from others of a similar nature. As the Complainant, the President of the Board of Education has asked that the Board's legal counsel, the law firm of von Briesen & Roper, s.c., investigate the matter to ensure the investigation is fair and impartial.

**II. Nature of the Complaint**

The complaint is based on a continued misuse of email, harassment of district employees, threatening comments directed at district employees, and unauthorized representation of the Board to the public.

The complaint only follows after previous attempts to cure these situations were not successful and after others continued bringing forward concerns of a similar nature.

**III. Scope of Review**

The investigation involved a review of email communications, School Board minutes, Board member correspondence, and interviews with Board President Andy Gryske and other District personnel. The investigation also sought input from Board Member Mary Cyrier.

#### **IV. Applicable Board Policies**

The allegations of the complaints invoke several Board policies. Specifically, the Board policies alleged to be violated include the following:

##### ***0144.5 General Expectations of All Board Members***

- A. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- B. Be familiar with and comply with Board policies, including policies governing Board member conduct and ethics (see Bylaw 0144.2) and Board member conflicts of interest (see Bylaw 0144.3).
- C. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- D. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- E. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- F. Treat others with respect and dignity at all times, and maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- G. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.

##### ***0144.5 Board Member Communication***

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a

specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.

- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board.

#### **0144.2 Board Member Ethics**

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- C. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
- D. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
- E. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator.
- F. Communicate to other Board members and the District Administrator expressions of public reaction to Board policies and school programs.
- G. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations.
- H. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- I. Avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain.
- J. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.

- K. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

**0143.2 Board Member Information Requests**

- 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 exempt from disclosure 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., that 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 their 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 requests 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 references.

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. The Board may impose limitations on volume, scope, and timing of information requests (other than public records requests) by Board members.

#### **0167.5 Use of Electronic Mail**

E-mail is a form of communication that could conflict with the Open Meetings law and must be preserved for production in the context of a public records request. Board members are strongly discouraged from communicating regarding Board business with other Board members, district administrators, school staff or members of the community via electronic mail. If a Board member does utilize electronic mail, it may be used only for the purposes of communicating:

- A. Messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board.
- B. Possible agenda items between the District Administrator and the Board president.
- C. Times, dates, and places of regular or special Board meetings.
- D. A Board meeting agenda or public record information concerning items on the agenda.
- E. Requests for public record information from a member of the administration, school staff, or community pertaining to District operations.
- F. Brief, factual responses to questions posed by members of the public, administrators, or school staff with a concurrent copy of the response sent to the District Administrator.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

**V. Complaint Allegations and Findings of Fact**

The Complaint identifies violations of Board Policies focusing on: (1) misuse of email and violations of the open meeting laws; (2) mistreatment of district employees, and (3) unauthorized representation to the public.

**A. Misuse of Email and Violations of Open Meetings Law**

Issues regarding the use of emails in violation of Board Policy began shortly after Board Member Mary Cyrier was elected to the Board.

On May 9, 2022, the Board was provided information from Administration regarding the upcoming board organization meeting. With that material, the Board was advised and reminded not to respond back to the full Board. Board Member Cyrier responded back to the full Board in several emails requesting clarifications and further information. She was again advised not to respond in emails to the full Board. She was also advised that the Administration would follow up with information to the full Board. Board Member Cyrier continued her requests and continued to copy the full Board. A copy of this email exchange is included as Exhibit 1.

The Administration had sent out information to the Board regarding the correction of some Board minutes. On May 19, 2022, Board Member Cyrier emailed the Administration, with a copy to the full Board with her opinions and suggestions for changing the process for correcting minutes. A copy of this email exchange is included as Exhibit 2.

On May 23, 2022, the Administration emailed the Board reminding them of an Insurance Committee meeting scheduled for the next day. The Board was advised not to “reply all” to the email. Board Member Cyrier responded to the full Board and requested the Administration provide a summary of the insurance renewal without following the Board policy for requesting such information. A copy of this email exchange is included as Exhibit 3.

On June 13, 2022, Board Member Cyrier again sent the full board an email in an exchange regarding her position regarding the review of the Superintendent and her view as to whether the Board should use CESA 6. She was again advised not to copy the full Board and not use email as a board discussion outside of noticed board meetings. A copy of this email exchange is attached as Exhibit 6.

On June 15, 2022, Board Member Cyrier sent emails to the full board and a memo regarding the review of the District Administrator. At the time, Board Member Cyrier was advised not to use email in this form, not to communicate to the full board by email, and to follow the advice of the District’s legal counsel. Mr. Cyrier responded she was well aware of the Wisconsin Statutes regarding a walking quorum. A copy of that email exchange is included as Exhibit 8.

On July 15, 2022, Board Member Cyrier made a request for all the classes offered at the high school without following Board policy. Despite being advised not to “reply all” to the full Board, Board Member Cyrier responded copying the full Board on the email exchange. A copy of that email exchange is included as Exhibit 11.

In October, 2022, further information was distributed to the Board regarding the review process for evaluation of the Superintendent. Board Member Cyrier again weighed in by emailing all of the Board members with her opinions, again in violation of Board policy. Here too, Board Member Cyrier was advised to follow Board Policy. The Board President provided guidance from the WASB on the subject to Board Member Cyrier and the full board. A copy of that email exchange is included as Exhibit 12.

Due to continuing issues regarding the following of Board policies and Open meeting issues, the Board scheduled a Board Workshop on these legal issues on November 14, 2022. Walking Quorums, Use of Emails, Board Member Code of Conduct, Board Member Interaction with Staff, and Board Member Information Requests were issued specifically covered by the Board's legal counsel, Ryan Heiden of von Briesen & Roper, s.c. Ms Cyrier attended the workshop and later requested and received a copy of the materials used in the presentation. A copy of those materials is included as Exhibit 15.

On January 5, 2023, the Board President provided information to the Board regarding use of CESA 6 and the process for Superintendent review. He reminded the Board the email was information only and the email was not to be used as a forum for discussion. A copy of this email is included as Exhibit 20.

In a series of emails between January 23, 2023, and January 25, 2023, Board Member Mary Cyrier solicited Board members to create a superintendent evaluation method as an alternative to the Board-approved evaluation method currently under use. This email thread, commenced by Board Member Cyrier, contained all seven (7) members of the Board. Despite efforts of Board President Andy Gryske to redirect the dialogue to a proper forum, additional, substantive responses were issued by Board Member Tim Lyke and Board Member Mary Cyrier. A copy of this email exchange is included as Exhibit 25.

In meeting with Board Member Cyrier regarding this complaint, she indicated she was merely following the procedures she used for many years at a prior district. She further indicated she simply forgot about Green Lake Board Policy.

Based on the nature of the communications, many of Board Member Mary Cyrier's emails could be interpreted as a meeting of a governmental body without proper notice. For example, Board Member Cyrier petitioned the full Board to create a subcommittee of the Board for the purpose of revising the current superintendent evaluation process. She did so without posting proper notice or without allowing public access to the exchange.

Board Member Mary Cyrier's use of email does not meet one of the exceptions set forth in Board Policy 0167.5. The communications were of a substantive nature, and not a simple procedural matter. Therefore, Board Member Cyrier's use of email on a variety of instances, including January 23-25, 2023, would violate Board Policy 0167.5 by using email to discuss Board business that is only to be discussed in an open meeting of the Board. The Policy further states that "Board members are strongly discouraged from communicating regarding Board business with other Board members via email."

Furthermore, Wis. Stat. § 19.83 requires that every meeting of a governmental body be held in open session. All discussion of matters under the body's authority shall be held and any action of any kind, formal or informal, shall be initiated, deliberated upon and acted upon only in open session unless an exception exists to meet in closed session. In addition to conducting the discussion of the superintendent evaluation via e-mail, the discussion, which arguably constituted a "meeting," was not publicly noticed as required under Wis. Stat. § 19.84. As a result, a reasonable argument exists that Board Member Cyrier's use of email has violated the open meetings law and potentially exposed other Board members to similar legal liability.

Board Member Cyrier's email correspondence would also violate the Board Policy 0144.2 (Ethics), insofar as she did not endeavor to make policy decisions only after full discussion at publicly held Board meetings.

Ironically, at the Board meeting of February 15, 2023 to review the findings of this Investigation concerning violation of policy and the open meetings law, Board Member Cyrier made a Motion, seconded by Board Member Lyke, to add a new Agenda item for that meeting to allow a second public comment section, without Notice on the Agenda. Despite advice at the meeting from legal counsel that adding a new agenda item would not be legally appropriate, Board Member Cyrier continued her motion. While Mr. Lyke withdrew his second on the Motion, Board Member Cyrier never withdrew her motion, further emphasizing her disregard for the open meetings law and Board Policy.

#### B. Mistreatment of District Employees

The complaint alleges that Board Member Cyrier has repeatedly overburdened the Board Secretary with information requests. As a result, the Board Secretary has resigned from her position in the District.

Requests from Board members for information from a District employee are required to be directed to the Superintendent, per Board Policy 0143.2. Despite this policy, Board Member Mary Cyrier made repeated and continued requests directly to the Board Secretary.

The Board Secretary served a number of duties for the District. In her capacity as the Board Secretary, she was responsible for posting Board agendas, minutes, and public notices. In addition, she prepared the Board for their service by facilitating their technology needs. She was also responsible for election materials as she served as the clerk for the District.

Multiple staff acknowledged that the Board Secretary receives requests for information directly from Board Member Cyrier. Information indicated that the Board Secretary is questioned and called out at Board meetings by Board members, and it can be described as condescending and demeaning. Administrative staff is unable to protect the Board Secretary from undue treatment by Board members, as the Board serves as the Superintendent's direct supervisor and is comprised of elected officials.

The Board Secretary resigned from her position in the District effective February 3, 2023. According to information gained in interviews, the basis for the resignation is Board member conduct, specifically the conduct of Board Member Cyrier. The information requested by Board Member Cyrier was described as nonsensical and irrelevant to the duties of a board member, and

the Board Secretary was bombarded with such requests. Further, when information was unavailable, Board Member Cyrier would make it into a much larger issue. For example, at a January 2023 Board meeting, open to the public, Board Member Mary Cyrier was critical of the Board Secretary and called her work inadequate for the position she held. This criticism was with regards to the minutes taken from a previous meeting. Board Member Cyrier's conduct was described as unprofessional.

Staff described the treatment of the Board Secretary as extremely blunt, demeaning, and surprising considering the context, insofar as it was a public meeting. The interaction was considered condescending and inappropriate. Furthermore, the information requested by Board Member Cyrier was largely irrelevant to the issue at hand.

Some staff describe the current status of the Board as dysfunctional based on the conduct of Board Member Cyrier. Board Member Cyrier engages in bullying, demeaning, and humiliating behavior towards others.

In meeting with Board Member Cyrier, she believed she had only made a couple of requests to Administration. She again indicated she was unaware of violating Green Lake Board policies. She believed she had never been demeaning to staff. A review of relevant emails from Board Member Cyrier demonstrates Board Member Cyrier's statement was entirely inaccurate. A sampling of Board Member Cyrier's information requests is below.

On May 27, 2022, Board Member Cyrier requested the Administration research the wording of a specific Motion from a past Board meeting. A copy of an email is attached as Exhibit 4.

From June 8 through June 15, 2022, Board Member Cyrier sent multiple requests for information to the Administration. She did not follow Board policy in making such requests. In one exchange back to staff when certain information requested did not exist, Board Member Cyrier wrote: "I am confused as to why a request for simple information by a board member is not honored or provided." A copy of these email exchanges is included as Exhibit 5.

On June 14, 2022, Board Member Cyrier made requests to the Administration due to coordination between her school email accounts and personal/business accounts. The Administration redirected their attention and with the assistance of CESA 6 cured Board Member Cyrier's technology problems. A copy of this email exchange is attached as Exhibit 7.

Starting on June 14 and continuing through September, 2022, Board Member Cyrier communicated directly with the CESA 6 Director, independently gathering review information outside of Board rules. Board Member Cyrier was advised by the CESA 6 Director of the need to follow the Board process. A copy of that email exchange is included as Exhibit 9.

On July 9, 2022, Board Member Cyrier made requests for information about Board meeting dates and the District's website suggesting Administration was not keeping it updated or efficient. A copy of that email exchange is included as Exhibit 10.

On July 15, 2022, Board Member Cyrier made a request for all the classes offered at the high school without following Board policy. Despite being advised not to "reply all" to the full Board,

Board Member Cyrier responded copying the full Board on the email exchange. A copy of that email exchange is included as Exhibit 11.

On November 9, 2022, Board Member Cyrier asked the Administration for information regarding its technology availabilities for ZOOM meetings or other possible platforms. A copy of that email exchange is included as Exhibit 13.

On November 14, 2022, Board Member Cyrier requested the Administration print out 21 policies up for consideration, and provide page numbers according to the PDF. In the future she asked that documents be individually scanned versus on PDF email due to her personal technology issues. Administration advised Board Member Cyrier that they were down one staff member that week, but they would try. Board Member Cyrier responded “We can find a way to get through them on Wednesday. I won’t have the page numbers but will have them in the same order as everyone else.” A copy of that email exchange is included as Exhibit 14.

On December 8, 2022, Board Member Cyrier requested information from Administration and sent emails regarding her request to attend and participate in a separate committee meeting of which she was not a member. A copy of that email exchange is included as Exhibit 16.

On December 9, 2022, Board Member Cyrier requested information from Administration regarding policies to be considered at the December Board meeting. She also requested certain September Finance Committee minutes and requested changes to certain Committee assignments made in June, 2021. A copy of that email exchange is included as Exhibit 17.

On January 2, 2023, Board Member Cyrier requested meeting date information and Board retreat information. A copy of that email exchange is included as Exhibit 18.

On January 4, 2023, Board Member Cyrier requested meeting minutes for any of the 2022 Marketing Committee meetings. Board Member Cyrier requested information regarding the status of certain Policy Committee minutes. A copy of that email exchange is included as Exhibit 19.

On January 9, 2023, Board Member Cyrier requested information regarding the color coding used in policies to be considered. While red marking historically noted a deletion with a strikethrough, new technology maintained suggested deletions in red, but no longer had a strikethrough. Board Member Cyrier copied the full Board on this minor change with an inference of some error by Administration. A copy of this email is included as Exhibit 21.

On January 11, 2023, Board Member Cyrier requested information regarding Special Board minute meetings from 2021-2022. The minutes were available on the District website. A copy of that email exchange is included as Exhibit 22.

On January 12, 2023, Board Member Cyrier requested information concerning the rescheduling of a Board meeting. A copy of this email is included as Exhibit 23.

On January 12, 2023, Board Member Cyrier requested information concerning non-candidacy forms. A copy of this email is included as Exhibit 24.



On January 23, 2023, during a Committee meeting, Board Member Cyrier was critical of a staff member in front of the board committee regarding the timing of Minutes being prepared, typos and other concerns. The staff member resigned from employment with the District.

Based upon the facts presented, Board Member Cyrier violated Board Policy 0143.2 by repeatedly and knowingly requesting information directly from a District employee, rather than submitting such requests through the Superintendent for approval. She made substantially more than “a couple” of requests. In doing so, she took away valuable time from staff to do research, provide documents, and even respond to routine information she could have easily found on the District website.

In addition, Board Member Cyrier violated the general expectations of Board members set forth in Board Policy 0144.5 by: (1) not conducting herself with integrity, honesty; (2) not conducting herself in a manner that reflects positively on the Board and on the District; and (3) not treating others with respect and dignity at all times.

Board Policy 0144.5 further requires that Board members, at all times, conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation or legal standing of the District, or to bring other material harm to the interests of the District or the Board.

#### C. Unauthorized Representation to the Public

The Complaint alleges that Board Member Cyrier gave false and misleading information to the Board, and public, at the December 21, 2022 meeting. In that meeting, Board Member Cyrier made statements about the availability of funds available in fund balance. The statement from Board Member Mary Cyrier was made in the context of the Strategic Planning Report. Per the minutes of the December 21, 2022 meeting:

Mary Cyrier reported to the board on the strategic planning committee’s progress. The committee has come to a point where they can make a recommendation to the board to hire Brett Remington to facilitate the process. The committee is looking for a start date of January 2023 with a deliverable date of June of 2023. Funding for this project could come from fund balance. A motion was made by Mary Cyrier, seconded by Tim Lyke to approve hiring Brett Remington to hire and complete the strategic planning process to be completed in the winter/spring. Roll call vote: Mary Cyrier – in favor of; Tim Lyke – in favor of; Mike Pulice – opposed; Matt Bond – in favor of; Sue Sorenson – opposed; Andy Gryske – opposed. Motion failed due to a tie vote of 3 – in favor and 3 – opposed.

The minutes reflect that Board Member Cyrier stated that funding for the Strategic Planning would come from fund balance. Further reports are that Board Member Cyrier made statements that fund balance is 40% of the District’s operational budget. No other information supporting this assertion (“funding for this project could come from fund balance”) was provided in the minutes. It is not clear where Board Member Mary Cyrier obtained that information, or whether Board Member Mary Cyrier verified that information with any District official.



## **VI. Conclusion and Board Considerations**

The Complaint identifies three areas where Board Member Cyrier violated Board policy by misuse of email and violations of the open meeting laws; mistreatment of district employees; and unauthorized representation to the public. Based on the investigation, there is evidence that supports the assertion that Board Member Cyrier did misuse email, violated the open meeting laws, and mistreated District employees.

Pursuant to Board Policy 0143, Board members are elected officials and, therefore, cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. Nevertheless, these are significant violations of Board policy and possibly Wisconsin law, as well.

In light of this, the Board may, based on the complaint and investigatory findings, consider the following under Board policy:

- A. Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board.
- B. Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155.
- C. Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.
- D. Referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office.
- E. Referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct.
- F. Other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

If the Board chooses to adopt a resolution in accordance with this report, it would be done so by a majority of the Board in open session. Accordingly, a Board member could develop, or request to be developed, a resolution, and bring it forward at a subsequent Board meeting for discussion and vote.

Alternatively, or in addition to a Board resolution, a complaint can be made to the attorney general or district attorney of Green Lake County, pursuant to Wis. Stat. § 19.97. The penalty for any member of a governmental body that knowingly violates Chapter 19 is a forfeiture levied upon the Board member. Further, any actions taken by the Board in violation of Chapter 19 would be voidable.

Should you have any questions about this matter, please do not hesitate to contact either of the authors. We appreciate the opportunity to be of service to the Green Lake School District.

39271341\_5.DOCX

**Exhibit 1**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

**Board Meeting notes for May**

7 messages

**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Mon, May 9, 2022 at 4:37 PM

To: Andy Gryske <gryskiea@glsd.k12.wi.us>, Mary Cyrier <cyrierm@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, "Sorenson, Sue" <sorens@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>

Cc: Gina Baxter <baxterg@glsd.k12.wi.us>, Katie James <jamesk@glsd.k12.wi.us>, Catherine Moore <moorec@glsd.k12.wi.us>

I would like to clarify how the organizational part of the meeting will go on Wednesday night.

The document named "Nomination Process for Organizational Meeting" explains how the beginning of the meeting (election of officers) will go. Current Board President, Andy Gryske will run the meeting until the election of officers. At this point in the meeting Andy will say "at this time I will turn the meeting over to Superintendent Gina Baxter" or something like that. Gina will run the meeting until the election of all officers is complete. Once officers are elected Gina will turn the meeting over to the elected school board president.

The next document is board organizational notes with motions. The motions are proposed to help keep the meeting moving as this meeting can tend to be a long one. You will notice under the publications of notices section that there is a section in blue print. That is for discussion and does not need to be read into the motion. The proposed motions are printed in red.

The last document is for establishing board committee members. Establishing committee members will be done under the President's Report. The CESA 6 Delegate, WASB Delegate and Alternate will be done under the CESA 6 Report. I have also attached information to paperless regarding the Proposed French Club Trip. Please be sure to review this document and email me any questions you have. Madame Feeney will be present to answer questions but has another commitment Wednesday evening and would like to make sure she can answer any and all questions before she has to leave.

Please let me know if you have any questions.

As always, please do not respond all to this email.

Thank you.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

**3 attachments**

**Nomination Process for Organizational Meeting.pdf**  
131K

**Board Organizational Notes with motions.pdf**  
54K

**Establish Board Committee Membership - BOE Meeting Agenda Placement.pdf**  
12K

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Tue, May 10, 2022 at 3:15 PM

To: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

Cc: Andy Gryske <gryskiea@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Michelle Grimes

<grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, "Sorenson, Sue" <sorens@glsd.k12.wi.us>, Tim

**Exhibit 1**

Lyke <lyket@glsd.k12.wi.us>, Gina Baxter <baxterg@glsd.k12.wi.us>, Katie James <jamesk@glsd.k12.wi.us>, Catherine Moore <moorec@glsd.k12.wi.us>

Donna - can you please provide the link to the PI statute for the medical advisor. Sorry I am able to find all others but not that one. When I search for PI 18 it references graduation standards.

Thanks.

Mary

On Mon, May 9, 2022 at 4:38 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

I would like to clarify how the organizational part of the meeting will go on Wednesday night.

The document named "Nomination Process for Organizational Meeting" explains how the beginning of the meeting (election of officers) will go. Current Board President, Andy Gryske will run the meeting until the election of officers. At this point in the meeting Andy will say "at this time I will turn the meeting over to Superintendent Gina Baxter" or something like that. Gina will run the meeting until the election of all officers is complete. Once officers are elected Gina will turn the meeting over to the elected school board president.

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Please let me know if you have any questions.

As always, please do not respond all to this email.

Thank you.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

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**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Tue, May 10, 2022 at 4:33 PM

To: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>

Cc: Andy Gryske <gryskea@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, "Sorenson, Sue" <sorens@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>, Gina Baxter <baxterg@glsd.k12.wi.us>, Katie James <jamesk@glsd.k12.wi.us>, Catherine Moore <moorec@glsd.k12.wi.us>

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Thanks and have a good evening.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*



**Exhibit 1**

920-294-6411 extension 1123

Fax 920-294-6589

On Tue, May 10, 2022 at 3:15 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Donna - can you please provide the link to the PI statute for the medical advisor. Sorry I am able to find all others but not that one. When I search for PI 18 it references graduation standards.

Thanks.

Mary

On Mon, May 9, 2022 at 4:38 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

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Thank you.

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920-294-6411 extension 1123

Fax 920-294-6589

---

**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Tue, May 10, 2022 at 4:35 PM

To: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>

Cc: Gina Baxter <baxterg@glsd.k12.wi.us>

Hi Mary,

Thanks for reaching out. There was a typo under the medical advisor regarding the state statute PI 18.01(2)(g)(3). It will be addressed at the board meeting so that all board members receive the same information at the same time.

Have a great evening.

*Donna Waterworth*

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School Registrar  
Open Enrollment  
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Please let me know if you have any questions.

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Thank you.

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School Registrar  
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Fax 920-294-6589

**Exhibit 1**

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Tue, May 10, 2022 at 6:18 PM

To: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

Cc: Gina Baxter <baxterg@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Andy Gryske <gryskea@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Sue Sorenson <sorensens@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>

I typically like to review all statutes before a meeting. So if this is not the right reference, what is the correct reference? If you can provide this to all Board members so that they can have the opportunity to review prior to the meeting.

Mary

On Tue, May 10, 2022 at 4:36 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

Hi Mary,

Thanks for reaching out. There was a typo under the medical advisor regarding the state statute PI 18.01(2)(g)(3). It will be addressed at the board meeting so that all board members receive the same information at the same time.

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**Exhibit 1**

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**Lyke, Tim** <lyket@glsd.k12.wi.us>

Tue, May 10, 2022 at 8:37 PM

To: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

Cc: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>, Andy Gryske <gryskiea@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, "Sorenson, Sue" <sorensos@glsd.k12.wi.us>, Gina Baxter <baxterg@glsd.k12.wi.us>, Katie James <jamesk@glsd.k12.wi.us>, Catherine Moore <moorec@glsd.k12.wi.us>

An electronic walking quorum only exists if we discuss a substantive policy issue, not communicating whether we can attend a meeting, clarification of a statute citation or some procedural matter that will not come before the board.

The Wisconsin Court of Appeals has ruled that good government may require board members may share information between or before meetings as long as they have no bearing on how board members will act on issues they will consider.

On Tue, May 10, 2022 at 4:34 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

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*Green Lake School District*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Tue, May 10, 2022 at 9:16 PM

To: "Lyke, Tim" <lyket@glsd.k12.wi.us>

Cc: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>, Andy Gryske <gryskea@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, "Sorenson, Sue" <sorensons@glsd.k12.wi.us>, Gina Baxter <baxterg@glsd.k12.wi.us>, Katie James <jamesk@glsd.k12.wi.us>, Catherine Moore <moorec@glsd.k12.wi.us>

Correct. As well as some other case law associated with this.

Mary

On Tue, May 10, 2022 at 8:37 PM Lyke, Tim <lyket@glsd.k12.wi.us> wrote:

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Green Lake School District  
920-294-6411 extension 1123  
Fax 920-294-6589*

**Exhibit 2**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

**updated minutes**

6 messages

**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Tue, Apr 19, 2022 at 9:40 PM

To: Andy Gryske <gryskiea@glsd.k12.wi.us>, Mary Cyrier <cyrierm@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, "Sorenson, Sue" <sorens@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>  
Cc: Gina Baxter <baxterg@glsd.k12.wi.us>

There was an error on the minutes from March 16. The error was in the approval of the revised school calendar for 2022-23. The original minutes showed that Sue and Andy were absent. Sue and Andy were at the meeting and the motion was made by Matt and seconded by Sue.

Let me know if you have any questions.

*Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
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**Gryskie, Andy** <gryskiea@glsd.k12.wi.us>

Wed, Apr 20, 2022 at 7:11 AM

To: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>  
Cc: Gina Baxter <baxterg@glsd.k12.wi.us>, Mary Cyrier <cyrierm@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, "Sorenson, Sue" <sorens@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>

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920-294-6411 extension 1123  
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--  
Andrew Gryske

**Sorenson, Sue** <sorens@glsd.k12.wi.us>

Wed, Apr 20, 2022 at 7:11 AM

To: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

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To: "Gryske, Andy" <gryskea@glsd.k12.wi.us>

Cc: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>, Gina Baxter <baxterg@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, "Sorenson, Sue" <sorens@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>

Don't we need to correct and approve the amended minutes at a meeting as the official public document?

Mary

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--

Andrew Gryske

**Baxter, Gina** <baxterg@glsd.k12.wi.us>

Thu, May 19, 2022 at 4:56 PM

To: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>

Cc: "Gryske, Andy" <gryskea@glsd.k12.wi.us>, "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, "Sorenson, Sue" <sorens@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>

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To recap:

The correction occurred before the meeting took place. **Exhibit 2** The minutes were actually approved at the meeting. Donna wanted to make everyone aware of the correction so that they could look at the corrected document on Board Docs before the meeting.

**Gina Baxter**  
**Superintendent**  
**Green Lake Public School**  
 612 Mill Street, P.O. Box 369  
 Green Lake, WI 54941  
 920-294-6411 ext 1127  
 baxterg@glsd.k12.wi.us

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Andrew Gyske

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Thu, May 19, 2022 at 5:35 PM

To: "Baxter, Gina" <baxterg@glsd.k12.wi.us>

Cc: "Gyske, Andy" <gryskiea@glsd.k12.wi.us>, "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, "Sorenson, Sue" <sorensons@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>

Thanks for getting back to me. The distribution of Board information can also be provided via email prior to the meeting at one time so that all receive the materials at the same time. I think it is important for all materials to be received in time for the Board to review and consider prior to a meeting. I am open but it seems to me that at least a few days prior to the meeting is reasonable. Perhaps another discussion item at a future board meeting. Also all materials are to be posted 24 hours prior to a meeting.

Thanks for the clarification on the minutes. I was not clear from the email that was distributed.

Mary

On Thu, May 19, 2022 at 4:57 PM Baxter, Gina <baxterg@glsd.k12.wi.us> wrote:

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--

Andrew Gryske



**Exhibit 3**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

**Insurance Committee Meeting**

3 messages

**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Mon, May 23, 2022 at 3:31 PM

To: Andy Gryske <gryskiea@glsd.k12.wi.us>, "Sorenson, Sue" <sorensons@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>, Mary Cyrier <cyrierm@glsd.k12.wi.us>

Cc: Gina Baxter <baxterg@glsd.k12.wi.us>

There is an insurance committee meeting scheduled for tomorrow, Tuesday, May 24 at 3:30 p.m. Please see the attached agenda and minutes. The proposal will be brought to the meeting and reviewed with the group as a whole.

As always, please do not reply "all" to this email.

Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
920-294-6411 extension 1123  
Fax 920-294-6589

**2 attachments**

 **Insurance Committee Meeting Minutes 21-04-27.pdf**  
72K

 **Insurance Comm Mtg Agenda 22-05-24.pdf**  
47K

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Mon, May 23, 2022 at 8:18 PM

To: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

Cc: Andy Gryske <gryskiea@glsd.k12.wi.us>, "Sorenson, Sue" <sorensons@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>, Gina Baxter <baxterg@glsd.k12.wi.us>

This is great information - thank you for providing. Can we also get the summary of the renewal from the insurance provider for those of us who were not able to attend the previous meeting. so we undersand the options. Thanks.

Mary

On Mon, May 23, 2022 at 3:32 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

There is an insurance committee meeting scheduled for tomorrow, Tuesday, May 24 at 3:30 p.m. Please see the attached agenda and minutes. The proposal will be brought to the meeting and reviewed with the group as a whole.

As always, please do not reply "all" to this email.

Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
920-294-6411 extension 1123

Fax 920-294-6589

**Exhibit 3****Baxter, Gina** <baxterg@glsd.k12.wi.us>

Tue, May 24, 2022 at 11:41 AM

To: "Cyrier, Mary" &lt;cyrierm@glsd.k12.wi.us&gt;

Cc: "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;, Andy Gryske &lt;gryskiea@glsd.k12.wi.us&gt;, "Sorenson, Sue" &lt;sorensons@glsd.k12.wi.us&gt;, Mike Pulice &lt;pulicem@glsd.k12.wi.us&gt;, Michelle Grimes &lt;grimesmi@glsd.k12.wi.us&gt;, Tim Lyke &lt;lyket@glsd.k12.wi.us&gt;

**Renewal Information:**

This information has not been shared with the full committee. We just received this final renewal and an explanation needs to accompany the renewal. An explanation will come at the meeting and then again at the board meeting when the board reps report. We have been working for weeks to negotiate the quote and were able to get it down from 14+% to the current.

**Gina Baxter**  
**Superintendent**  
**Green Lake Public School**  
612 Mill Street, P.O. Box 369  
Green Lake, WI 54941  
920-294-6411 ext 1127  
baxterg@glsd.k12.wi.us

On Mon, May 23, 2022 at 8:18 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

This is great information - thank you for providing. Can we also get the summary of the renewal from the insurance provider for those of us who were not able to attend the previous meeting. so we undersand the options. Thanks.

Mary

On Mon, May 23, 2022 at 3:32 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

There is an insurance committee meeting scheduled for tomorrow, Tuesday, May 24 at 3:30 p.m. Please see the attached agenda and minutes. The proposal will be brought to the meeting and reviewed with the group as a whole.

As always, please do not reply "all" to this email.

*Donna Waterworth*  
*Administrative Assistant*  
*School Registrar*  
*Open Enrollment*  
*School Board Secretary*  
*Green Lake School District*  
*920-294-6411 extension 1123*  
*Fax 920-294-6589*

**2 attachments**

 **Health Insurance Renewal Quote 21-22.pdf**  
626K

 **Health Insurance Save on SP.pdf**  
1238K

**Exhibit 4**



Waterworth, Donna <waterworthd@glsd.k12.wi.us>

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**motion from May meeting**

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**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Fri, May 27, 2022 at 3:07 PM

To: Mary Cyrier <cyrierm@glsd.k12.wi.us>

Bcc: Gina Baxter <baxterg@glsd.k12.wi.us>

Good Afternoon Mary,

Gina told me you were looking for the wording of a specific motion from the May board meeting. Normally I have the minutes typed within a week of the board meeting. This time of year best plans sometimes don't work. I plan to have the draft minutes typed by the end of next week and will get the board a draft copy at that time.

Have a great weekend.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

## Exhibit 5



Waterworth, Donna <waterworthd@glsd.k12.wi.us>

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## Agenda

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Cyrer, Mary <cyrierm@glsd.k12.wi.us>

Mon, Jun 13, 2022 at 9:39 AM

To: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

Do you know when the agenda and attachments will be posted for the meeting on Wednesday?

Mary

**Exhibit 5**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

---

**Finance Meeting?**

3 messages

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Mon, Jun 13, 2022 at 10:44 AM

To: "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;

I also had a finance meeting on my calendar for today but I do not see it posted. Is it still scheduled for 4 today?

Thanks.

Mary

---

**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Mon, Jun 13, 2022 at 11:56 AM

To: "Cyrier, Mary" &lt;cyrierm@glsd.k12.wi.us&gt;

The finance meeting was moved to Tuesday at 4 pm. Committee members were notified last week and the school calendar was updated as well. I will be sending out information to board members this afternoon.

*Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
920-294-6411 extension 1123  
Fax 920-294-6589*

On Mon, Jun 13, 2022 at 10:44 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

I also had a finance meeting on my calendar for today but I do not see it posted. Is it still scheduled for 4 today?

Thanks.

Mary

---

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Mon, Jun 13, 2022 at 3:04 PM

To: "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;

Ok thanks for letting me know. If you can inform the entire board when meetings change that would be great. We don't know ahead of time who will be attending.

Mary

On Mon, Jun 13, 2022 at 11:57 AM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

The finance meeting was moved to Tuesday at 4 pm. Committee members were notified last week and the school calendar was updated as well. I will be sending out information to board members this afternoon.

*Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
920-294-6411 extension 1123*

2/1/23, 11:54 AM

glsd.k12.wi.us Mail - Finance Meeting?

**Exhibit 5**

*Fax 920-294-6589*

On Mon, Jun 13, 2022 at 10:44 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

I also had a finance meeting on my calendar for today but I do not see it posted. Is it still scheduled for 4 today?

Thanks.

Mary



**Exhibit 5**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

**Culture**

3 messages

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Mon, Jun 13, 2022 at 10:46 AM

To: "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;, Gina Baxter &lt;baxterg@glsd.k12.wi.us&gt;

Good morning. Can I get a copy of the employee handbook as well as benefits. Just trying to get a sense for the culture.

Thanks.

Mary

**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Mon, Jun 13, 2022 at 12:30 PM

To: "Cyrier, Mary" &lt;cyrierm@glsd.k12.wi.us&gt;

Cc: Gina Baxter &lt;baxterg@glsd.k12.wi.us&gt;

The handbook is in the process of being redone. It was last updated in 2015 and it is out of date. Our goal is to have the new handbook done by August 1 so we can start the year with an instrument that is easy to read and understand and is inline with our policies.

I'm not sure what information you are looking for regarding benefits, could you be more specific?

*Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
920-294-6411 extension 1123  
Fax 920-294-6589*

On Mon, Jun 13, 2022 at 10:46 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Good morning. Can I get a copy of the employee handbook as well as benefits. Just trying to get a sense for the culture.

Thanks.

Mary

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Mon, Jun 13, 2022 at 3:08 PM

To: "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;

Cc: Gina Baxter &lt;baxterg@glsd.k12.wi.us&gt;

Thanks for the information on the handbook. Gena said the same thing. However, until a new handbook is distributed the current one remains. I am just trying to get a sense for the culture or feel for the handbook. These can be written many different ways for different purposes and to support a specific culture. If you feel that the current one is out of date but has the same approach that will be followed it would be interesting to see it now. I can read the current one understanding it is being updated.

As for the benefits, again just trying to understand what is offered, coverage, costs, etc. The objective is not to get in the middle of this but to understand what is offered to employees. I expect you have a new employee email that provides a summary of benefits and costs?

Mary



**Exhibit 5**

On Mon, Jun 13, 2022 at 12:31 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

The handbook is in the process of being redone. It was last updated in 2015 and it is out of date. Our goal is to have the new handbook done by August 1 so we can start the year with an instrument that is easy to read and understand and is inline with our policies.

I'm not sure what information you are looking for regarding benefits, could you be more specific?

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

On Mon, Jun 13, 2022 at 10:46 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Good morning. Can I get a copy of the employee handbook as well as benefits. Just trying to get a sense for the culture.

Thanks.

Mary

**Exhibit 5**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

**Committees**

6 messages

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Wed, Jun 8, 2022 at 11:09 AM

To: Andy Gryske &lt;gryskea@glsd.k12.wi.us&gt;, "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;

Cc: Matt Bond &lt;bondm@glsd.k12.wi.us&gt;, Michelle Grimes &lt;grimesmi@glsd.k12.wi.us&gt;, Tim Lyke &lt;lyket@glsd.k12.wi.us&gt;, Sue Sorenson &lt;sorens@glsd.k12.wi.us&gt;, Mike Pulice &lt;pulicem@glsd.k12.wi.us&gt;, Gina Baxter &lt;baxterg@glsd.k12.wi.us&gt;

I know that you had asked for everyone to share their interest in Committees so these can be finalized at the meeting next week. Could you please summarize this by Friday and share with the Board? Then during the meeting we can work together to agree on and finalize committee assignments.

Donna - this should also be part of the Board packet/materials.

Thanks,  
Mary

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Tue, Jun 14, 2022 at 8:18 AM

To: Andy Gryske &lt;gryskea@glsd.k12.wi.us&gt;, "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;

Cc: Matt Bond &lt;bondm@glsd.k12.wi.us&gt;, Michelle Grimes &lt;grimesmi@glsd.k12.wi.us&gt;, Tim Lyke &lt;lyket@glsd.k12.wi.us&gt;, Sue Sorenson &lt;sorens@glsd.k12.wi.us&gt;, Mike Pulice &lt;pulicem@glsd.k12.wi.us&gt;, Gina Baxter &lt;baxterg@glsd.k12.wi.us&gt;

Donna I do not see this as part of the documents for the meeting. Please provide.

Mary

On Wed, Jun 8, 2022 at 11:09 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

I know that you had asked for everyone to share their interest in Committees so these can be finalized at the meeting next week. Could you please summarize this by Friday and share with the Board? Then during the meeting we can work together to agree on and finalize committee assignments.

Donna - this should also be part of the Board packet/materials.

Thanks,  
Mary

**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Tue, Jun 14, 2022 at 10:58 AM

To: "Cyrier, Mary" &lt;cyrierm@glsd.k12.wi.us&gt;

This document is attached under the President's Report.

*Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
920-294-6411 extension 1123  
Fax 920-294-6589*

On Tue, Jun 14, 2022 at 8:19 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Donna I do not see this as part of the documents for the meeting. Please provide.

Mary

On Wed, Jun 8, 2022 at 11:09 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

I know that you had asked for everyone to share their interest in Committees so these can be finalized at the meeting next week. Could you please summarize this by Friday and share with the Board? Then during the meeting we can work together to agree on and finalize committee assignments.

Donna - this should also be part of the Board packet/materials.

Thanks,  
Mary

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Tue, Jun 14, 2022 at 11:10 AM

To: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

The report that is posted is what Andy is suggesting as the committee assignments. My request was a full list of who wanted to be on what committee. That is not included in the materials.

Mary

On Tue, Jun 14, 2022 at 10:59 AM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

This document is attached under the President's Report.

*Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
920-294-6411 extension 1123  
Fax 920-294-6589*

On Tue, Jun 14, 2022 at 8:19 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Donna I do not see this as part of the documents for the meeting. Please provide.

Mary

On Wed, Jun 8, 2022 at 11:09 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

I know that you had asked for everyone to share their interest in Committees so these can be finalized at the meeting next week. Could you please summarize this by Friday and share with the Board? Then during the meeting we can work together to agree on and finalize committee assignments.

Donna - this should also be part of the Board packet/materials.

Thanks,  
Mary

**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Tue, Jun 14, 2022 at 1:46 PM

To: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>

Mary,

My understanding of how this process works per my experience with this board: the board president assigns committee members based committee needs and board member's strengths.

The process for committee assignments this year was handled differently due to seat vacancies and new board members. That being said, I don't believe the document you are looking for exists.

Thank you, have a great day.

*Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment*

**Exhibit 5**

*School Board Secretary  
Green Lake School District  
920-294-6411 extension 1123  
Fax 920-294-6589*

On Tue, Jun 14, 2022 at 11:10 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

The report that is posted is what Andy is suggesting as the committee assignments. My request was a full list of who wanted to be on what committee. That is not included in the materials.

Mary

On Tue, Jun 14, 2022 at 10:59 AM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

This document is attached under the President's Report.

*Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
920-294-6411 extension 1123  
Fax 920-294-6589*

On Tue, Jun 14, 2022 at 8:19 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Donna I do not see this as part of the documents for the meeting. Please provide.

Mary

On Wed, Jun 8, 2022 at 11:09 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

I know that you had asked for everyone to share their interest in Committees so these can be finalized at the meeting next week. Could you please summarize this by Friday and share with the Board? Then during the meeting we can work together to agree on and finalize committee assignments.

Donna - this should also be part of the Board packet/materials.

Thanks,  
Mary

---

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Wed, Jun 15, 2022 at 9:00 AM

To: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

Cc: Tim Lyke <lyket@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Andy Gryske

<gryskea@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, Sue Sorenson <sorens@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Gina Baxter <baxterg@glsd.k12.wi.us>

Thanks for getting back to me. My request was for additional information with respect to the Committees. You are correct it does not exist and that is why I have asked for additional information. I am confused as to why a request for simple information by a board member is not honored or provided.

Mary

On Tue, Jun 14, 2022 at 1:47 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

Mary,

My understanding of how this process works per my experience with this board: the board president assigns committee members based committee needs and board member's strengths.

The process for committee assignments this year was handled differently due to seat vacancies and new board members. That being said, I don't believe the document you are looking for exists.

Thank you, have a great day.  
*Donna Waterworth*

*Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
920-294-6411 extension 1123  
Fax 920-294-6589*

On Tue, Jun 14, 2022 at 11:10 AM Cyrier, Mary <[cyrierm@glsd.k12.wi.us](mailto:cyrierm@glsd.k12.wi.us)> wrote:

The report that is posted is what Andy is suggesting as the committee assignments. My request was a full list of who wanted to be on what committee. That is not included in the materials.

Mary

On Tue, Jun 14, 2022 at 10:59 AM Waterworth, Donna <[waterworthd@glsd.k12.wi.us](mailto:waterworthd@glsd.k12.wi.us)> wrote:

This document is attached under the President's Report.

*Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
920-294-6411 extension 1123  
Fax 920-294-6589*

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Donna I do not see this as part of the documents for the meeting. Please provide.

Mary

On Wed, Jun 8, 2022 at 11:09 AM Cyrier, Mary <[cyrierm@glsd.k12.wi.us](mailto:cyrierm@glsd.k12.wi.us)> wrote:

I know that you had asked for everyone to share their interest in Committees so these can be finalized at the meeting next week. Could you please summarize this by Friday and share with the Board? Then during the meeting we can work together to agree on and finalize committee assignments.

Donna - this should also be part of the Board packet/materials.

Thanks,  
Mary



Andrew Gryske

**Exhibit 6**

**Cyrier, Mary** <cyrierm@glisd.k12.wi.us>  
To: "Gryske, Andy" <gryskea@glisd.k12.wi.us>

Wed, Jun 15, 2022 at 9:05 AM

Great let me know what works for you. I think meeting would be important for us in working together.

As for the memo, I wanted to be sure that the memo was provided to all board members. This is simply for their information.

Perhaps a meeting where we have WASB present to discuss would be in order.

On Tue, Jun 14, 2022 at 11:58 AM Gryske, Andy <gryskea@glisd.k12.wi.us> wrote:

I will be out of town next week and will be unavailable. I can check my schedule the following week and let you know.

An example of reasons not to reply all would be in reference to your document regarding the agenda item to discuss changing the time of the meeting. You stated opinions about the agenda item and sent it to all board members. That can be considered an attempt to influence decisions of board members for an agenda item outside of an open meeting, whether that is your intent or not, it can put the school, the board, and yourself in position of facing a violation of the open meeting law.

To protect yourself, the school and other board members communication needs to be handled very carefully. Please be respectful of the legal advice our attorney has given us.

On Tue, Jun 14, 2022 at 8:38 AM Cyrier, Mary <cyrierm@glisd.k12.wi.us> wrote:

Perhaps we can meet and discuss this process. I am confused that a coach hired for an employee would complete their performance review? That is the work and responsibility of the Board.

I fully understand Wisconsin statutes around a walking quorum. The statute does not prevent communication among all board members for information and process related issues and questions. It is to prevent discussion about issues and efforts to influence issues that will come before the board for a vote. The emails I have sent do not violate any statute. The board needs to be able to communicate with each other on these types of matters.

Do you have some time to meet next week?

Mary

On Tue, Jun 14, 2022 at 8:31 AM Gryske, Andy <gryskea@glisd.k12.wi.us> wrote:

Mrs. Baxter had not been in her position as Superintendent for a year yet and as such there has not been a review done for her job performance.

When Ted completes the first year review we will all receive copies of the form used and will be able to use that form for the next years review.

Again this is part of the contract we signed with CESA 6 when we hired them to perform our superintendent search, as Ted was also hired as a Mentor for Mrs. Baxter as she transitioned into this role. In this capacity Ted is much more qualified to discuss the position with Mrs. Baxter based on his consistent contact and performance discussions with her.

I have also been reminded that due to the Pandemic and wide ranging struggles of schools everywhere, CESA 6 has agreed to extend this contract for one more year to assist the district and Mrs. Baxter as we transition to hopefully a more normalized school setting than we have experienced in the last 2 years.

Lastly, we have been strongly directed by our attorney to avoid emailing all board members and replying all to emails for board members as unintentional comments can be considered as violations of the open meeting laws in the State of Wisconsin. I am aware of your opinion on this matter but to protect the board and the school, we should be operating with an abundance of caution when it comes to communicating.

Andy Gryske

On Tue, Jun 14, 2022 at 8:17 AM Cyrier, Mary <cyrierm@glisd.k12.wi.us> wrote:

Thanks for the additional information. Can we all get a copy of the review that was completed in January 2022 as well as any goals that were established for Gena for 2022. Or I assume these goals are part of the performance review. Or goals that were established when she took the position.

Can we get a copy of the form you are referencing that Ted will use? In order to effectively prepare for a performance review, all of us should be taking notes throughout the year in accordance with the competencies or expectations on the performance review form. We would need the form in order to prepare throughout the year.

**Exhibit 7**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

---

**Google - URGENT**

2 messages

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Tue, Jun 14, 2022 at 9:19 AM

To: "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;, Gina Baxter &lt;baxterg@glsd.k12.wi.us&gt;

Somehow my chrome and google accounts are now being managed by the school district. I have several gmail accounts including a client business account. How do we get this changed? The District can't control my personal and client accounts/information.

Mary

---

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Tue, Jun 14, 2022 at 10:27 AM

To: "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;, Gina Baxter &lt;baxterg@glsd.k12.wi.us&gt;

Resolved. Garrett at CESA was awesome. I can let other board members know of this issue.

Mary

On Tue, Jun 14, 2022 at 9:19 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Somehow my chrome and google accounts are now being managed by the school district. I have several gmail accounts including a client business account. How do we get this changed? The District can't control my personal and client accounts/information.

Mary

**Exhibit 8**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

**Fwd: Superintendent Review Process**

3 messages

**Gryske, Andy** <gryskesa@glsd.k12.wi.us>  
To: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

Mon, Jun 13, 2022 at 3:32 PM

Please see below and give me a call when you have time.

----- Forwarded message -----

From: **Cyrier, Mary** <cyrierm@glsd.k12.wi.us>  
Date: Mon, Jun 13, 2022 at 3:11 PM  
Subject: Superintendent Review Process  
To: Andy Gryske <gryskesa@glsd.k12.wi.us>  
CC: Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>, Sue Sorenson <sorensons@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>

Happy Monday. Looking forward to seeing everyone on Wednesday.

Andy - can you share the superintendent review process and form? When is this typically completed and how? I am curious as to the process and also want to be sure I keep good notes so that I can provide feedback with specific examples.

Thanks.

Mary

--

Andrew Gryske

**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>  
To: Gina Baxter <baxterg@glsd.k12.wi.us>

Mon, Jun 13, 2022 at 5:00 PM

*Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
920-294-6411 extension 1123  
Fax 920-294-6589*

----- Forwarded message -----

From: **Gryske, Andy** <gryskesa@glsd.k12.wi.us>  
Date: Mon, Jun 13, 2022 at 3:32 PM  
Subject: Fwd: Superintendent Review Process  
To: Waterworth, Donna <waterworthd@glsd.k12.wi.us>

Please see below and give me a call when you have time.

----- Forwarded message -----

From: **Cyrier, Mary** <cyrierm@glsd.k12.wi.us>  
Date: Mon, Jun 13, 2022 at 3:11 PM  
Subject: Superintendent Review Process



**Exhibit 8**

To: Andy Gryske <gryskiea@glsd.k12.wi.us>

CC: Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>, Sue Sorenson <sorensos@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>

Happy Monday. Looking forward to seeing everyone on Wednesday.

Andy - can you share the superintendent review process and form? When is this typically completed and how? I am curious as to the process and also want to be sure I keep good notes so that I can provide feedback with specific examples.

Thanks.

Mary

--

Andrew Gryske

**Gryske, Andy** <gryskiea@glsd.k12.wi.us>  
To: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>  
Bcc: waterworthd@glsd.k12.wi.us

Tue, Jun 14, 2022 at 8:30 AM

Mrs. Baxter had not been in her position as Superintendent for a year yet and as such there has not been a review done for her job performance.

When Ted completes the first year review we will all receive copies of the form used and will be able to use that form for the next years review.

Again this is part of the contract we signed with CESA 6 when we hired them to perform our superintendent search, as Ted was also hired as a Mentor for Mrs. Baxter as she transitioned into this role. In this capacity Ted is much more qualified to discuss the position with Mrs. Baxter based on his consistent contact and performance discussions with her. I have also been reminded that due to the Pandemic and wide ranging struggles of schools everywhere, CESA 6 has agreed to extend this contract for one more year to assist the district and Mrs. Baxter as we transition to hopefully a more normalized school setting than we have experienced in the last 2 years.

Lastly, we have been strongly directed by our attorney to avoid emailing all board members and replying all to emails for board members as unintentional comments can be considered as violations of the open meeting laws in the State of Wisconsin. I am aware of your opinion on this matter but to protect the board and the school, we should be operating with an abundance of caution when it comes to communicating.

Andy Gryske

On Tue, Jun 14, 2022 at 8:17 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Thanks for the additional information. Can we all get a copy of the review that was completed in January 2022 as well as any goals that were established for Gena for 2022. Or I assume these goals are part of the performance review. Or goals that were established when she took the position.

Can we get a copy of the form you are referencing that Ted will use? In order to effectively prepare for a performance review, all of us should be taking notes throughout the year in accordance with the competencies or expectations on the performance review form. We would need the form in order to prepare throughout the year.

From a process perspective, I don't understand the role that Ted would be performing for the review. Can you please elaborate?

Just to be clear, these are process and information related questions.

Mary

On Mon, Jun 13, 2022 at 4:51 PM Gryske, Andy <gryskiea@glsd.k12.wi.us> wrote:

The superintendent review is typically done in January during a closed session, of course.

The form we used in the past is outdated and we have asked CESA 6 for some guidance with a new form.

As part of the contract we signed with CESA 6 in leading our Superintendent search, Ted Neitzke will be performing the review this year and we anticipate using the same form he will use for this years review.

**Exhibit 8**

Andy

On Mon, Jun 13, 2022 at 3:11 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:  
Happy Monday. Looking forward to seeing everyone on Wednesday.

Andy - can you share the superintendent review process and form? When is this typically completed and how? I am curious as to the process and also want to be sure I keep good notes so that I can provide feedback with specific examples.

Thanks.

Mary

--

Andrew Gryske

--

Andrew Gryske



**Exhibit 9**

Gryske, Andy &lt;gryskea@glsd.k12.wi.us&gt;

**Fwd: Superintendent review form**

7 messages

**Theodore Neitzke** <tneitzke@cesa6.org>  
To: Andy Gryske <gryskea@glsd.k12.wi.us>

Tue, Jul 12, 2022 at 5:22 AM

What would you like me to do?

Sincerely,



**Ted Neitzke**  
CEO @ [www.cesa6.org](http://www.cesa6.org)  
Cell: 262.483.3997  
Twitter: @tneitzke  
Podcast: Smart Thinking



This email was sent from my phone, so please excuse any spelling errors. The keys are really tiny!!

Begin forwarded message:

**From:** "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>  
**Date:** July 11, 2022 at 7:28:43 PM CDT  
**To:** Ted Neitzke <tneitzke@cesa6.org>  
**Subject:** Re: Superintendent review form

I have had a chance to review the contract for services and have a few questions as to the services being provided. Is there a time we can discuss?

Mary Cyrier

On Fri, Jun 17, 2022 at 6:59 PM Ted Neitzke <tneitzke@cesa6.org> wrote:  
Mary,

I spoke with Andy about this as well and we will be reviewing the process in fall.

Superintendent evaluation processes will be developed at that point and we will review Board roles together.

Thanks,

Sincerely,



**Ted Neitzke**  
CEO  
Podcast: The Smart Thinking Podcast on iTunes  
Cell: 262.483.3997  
Twitter: @tneitzke

**Exhibit 9**

Connect with Us!



On Tue, Jun 14, 2022 at 8:27 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Good morning. I am a new board member in Green Lake. I am excited to be part of this board. I have 10 years of experience on a school board from a different district.

I have inquired with our board president on the superintendent review process. He indicated that you would be providing a form. Is it possible to get a copy of that form?

I take performance reviews quite seriously since my background is HR. I want to be sure I have effectively prepared throughout the year for the review which I understand is done in January.

Also he mentioned that you will be participating in the process. Can you help me understand the role that you play in the process?

Thanks so much. Also feel free to call me at [REDACTED]

Mary Cyrier

**CONFIDENTIALITY/PRIVACY NOTICE:** This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information as defined by State and Federal laws. If you are not the intended recipient or an agent of the intended recipient, you are hereby notified that you received this message in error and any review, disclosure, copying, printing, distribution, dissemination, or the taking of any action in reliance on the contents of the information contained herein is strictly prohibited. If you received this e-mail message in error, please notify the sender by return e-mail and immediately and permanently delete the original from your computer and destroy all copies of this communication. Thank you.

**PLEASE NOTE:** This e-mail message, and any response to it, shall be archived for later retrieval and is subject to retention, disclosure, and disposal in accordance with Board Policy and State law.

**CONFIDENTIALITY/PRIVACY NOTICE:** This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information as defined by State and Federal laws. If you are not the intended recipient or an agent of the intended recipient, you are hereby notified that you received this message in error and any review, disclosure, copying, printing, distribution, dissemination, or the taking of any action in reliance on the contents of the information contained herein is strictly prohibited. If you received this e-mail message in error, please notify the sender by return e-mail and immediately and permanently delete the original from your computer and destroy all copies of this communication. Thank you.

**PLEASE NOTE:** This e-mail message, and any response to it, shall be archived for later retrieval and is subject to retention, disclosure, and disposal in accordance with Board Policy and State law.

Ted Neitzke <tneitzke@cesa6.org>  
To: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>  
Bcc: gryskea@glsd.k12.wi.us

Fri, Sep 16, 2022 at 5:21 PM

Mary,

I'd be happy to discuss this as long as we are following your local protocols. I understand that it is to work through the Board President with such requests.

Are there specific elements of the contract you'd like clarification on?

**Exhibit 9**

*Sincerely,*

**Ted Neitzke**

CEO

Podcast: The Smart Thinking Podcast on iTunes

Cell: 262.483.3997

Twitter: @tneitzke



Connect with Us!



On Mon, Sep 26, 2022 at 3:44 PM Cyrier, Mary <[cyrierm@glsd.k12.wi.us](mailto:cyrierm@glsd.k12.wi.us)> wrote:

Well I already have the contract. It appears that talking directly is not something you are willing to do. I find that quite confusing. But since I have been trying since June, it seems to be clear you are not willing to have a discussion. I have simply been asking for a conversation in order to answer some questions I have regarding the contract. I will pursue it in another way.

Mary

[Quoted text hidden]

[Quoted text hidden]

**Exhibit 9****Ted Neitzke**

CEO

Podcast: The Smart Thinking Podcast on iTunes

Cell: 262.483.3997

Twitter: @tneitzke

Facebook: [www.facebook.com/smrthnknng](https://www.facebook.com/smrthnknng)

Connect with Us!



On Tue, Sep 13, 2022 at 8:49 AM Cyrier, Mary <[cyrierm@glsd.k12.wi.us](mailto:cyrierm@glsd.k12.wi.us)> wrote:

Ted I have not heard back from you with a time that we can talk. What would work best for you? I do have some questions I would appreciate being answered to better understand the contract and services.

Mary Cyrier

[Quoted text hidden]

[Quoted text hidden]

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**Cyrier, Mary** <[cyrierm@glsd.k12.wi.us](mailto:cyrierm@glsd.k12.wi.us)>

Sat, Sep 17, 2022 at 4:25 PM

To: Ted Neitzke <[tneitzke@cesa6.org](mailto:tneitzke@cesa6.org)>, Andy Gryske <[gryskea@glsd.k12.wi.us](mailto:gryskea@glsd.k12.wi.us)>

It is my understanding that the contract is with the District. While the Board President has a variety of specific responsibilities, I have not seen a policy that requires me to go through him with a contract question like this. I am simply looking to learn more about the contract as well as the intended process. I am not sure why it is so difficult to just have a conversation.

If you have some time next week, please give me a few dates/times that work for you.

Thanks.

Mary

[Quoted text hidden]

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**Cyrier, Mary** <[cyrierm@glsd.k12.wi.us](mailto:cyrierm@glsd.k12.wi.us)>

Sat, Sep 17, 2022 at 5:09 PM

To: Andy Gryske <[gryskea@glsd.k12.wi.us](mailto:gryskea@glsd.k12.wi.us)>

Hey Andy. Hope your weekend is going well. I am happy to chat with you if you have concerns about this. Honestly, I just want to understand the contract and services. Also you had said that Ted was going to present the performance review form to us and I have not yet seen that.

Happy to chat anytime next week.

Mary

----- Forwarded message -----

From: **Cyrier, Mary** <[cyrierm@glsd.k12.wi.us](mailto:cyrierm@glsd.k12.wi.us)>

Date: Sat, Sep 17, 2022 at 4:25 PM

Subject: Re: Superintendent review form

[Quoted text hidden]

[Quoted text hidden]

**Exhibit 10**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

---

**Meeting Dates**

7 messages

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Sat, Jul 9, 2022 at 9:08 AM

To: "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;

Good morning. Where does the public find the list of Board meeting dates that we approved in May? When I looked on the website I could not find them. Maybe I am looking in the wrong place.

Thanks

Mary

---

**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Wed, Jul 13, 2022 at 10:19 AM

To: Andy Gryske &lt;gryskiea@glsd.k12.wi.us&gt;

Please see Mary's email below and advise.

Thank you

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

----- Forwarded message -----

From: **Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Date: Sat, Jul 9, 2022 at 9:08 AM

Subject: Meeting Dates

To: Waterworth, Donna <waterworthd@glsd.k12.wi.us>

Good morning. Where does the public find the list of Board meeting dates that we approved in May? When I looked on the website I could not find them. Maybe I am looking in the wrong place.

Thanks

Mary

---

**Gryske, Andy** <gryskiea@glsd.k12.wi.us>

Wed, Jul 13, 2022 at 11:45 AM

To: Gina Baxter <baxterg@glsd.k12.wi.us>, Mary Cyrier <cyrierm@glsd.k12.wi.us>, "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

The live calendar with all events including board meetings can be found on the home page. Clicking on this link is a direct path to the calendar where the user can search by month.

<https://www.greenlakeschool.com/district/calendar.cfm>

Andy Gryske



----- Forwarded message -----

From: **Cyrier, Mary** <cyrierm@glisd.k12.wi.us>  
Date: Sat, Jul 9, 2022 at 9:08 AM  
Subject: Meeting Dates  
To: Waterworth, Donna <waterworthd@glisd.k12.wi.us>

Good morning. Where does the public find the list of Board meeting dates that we approved in May? When I looked on the website I could not find them. Maybe I am looking in the wrong place.

Thanks

Mary

--  
Andrew Gryske

---

**Cyrier, Mary** <cyrierm@glisd.k12.wi.us> Thu, Jul 14, 2022 at 9:40 AM  
To: "Gryske, Andy" <gryskea@glisd.k12.wi.us>  
Cc: Gina Baxter <baxterg@glisd.k12.wi.us>, "Waterworth, Donna" <waterworthd@glisd.k12.wi.us>

Great thanks. Can we also list under school board so that the community can find it in a couple places? I know I went to Board and meetings. We would just need a list of the determined dates.

Mary

On Wed, Jul 13, 2022 at 11:45 AM Gryske, Andy <gryskea@glisd.k12.wi.us> wrote:

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Andy Gryske

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Date: Sat, Jul 9, 2022 at 9:08 AM  
Subject: Meeting Dates  
To: Waterworth, Donna <waterworthd@glisd.k12.wi.us>

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Thanks

Mary

--  
Andrew Gryske

---

**Gryske, Andy** <gryskea@glisd.k12.wi.us> Thu, Jul 14, 2022 at 10:07 AM  
To: "Cyrier, Mary" <cyrierm@glisd.k12.wi.us>  
Cc: Gina Baxter <baxterg@glisd.k12.wi.us>, "Waterworth, Donna" <waterworthd@glisd.k12.wi.us>

The marketing committee will be discussing the website and looking for productive changes to make in the very near future.

Thank you for your suggestions.

On Thu, Jul 14, 2022 at 9:41 AM Cyrier, Mary <cyrierm@glisd.k12.wi.us> wrote:

Great thanks. Can we also list under school board so that the community can find it in a couple places? I know I went to Board and meetings. We would just need a list of the determined dates.

**Exhibit 10**

Mary

On Wed, Jul 13, 2022 at 11:45 AM Gryske, Andy <[gryskea@glsd.k12.wi.us](mailto:gryskea@glsd.k12.wi.us)> wrote:

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Date: Sat, Jul 9, 2022 at 9:08 AM

Subject: Meeting Dates

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Thanks

Mary

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Andrew Gryske

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Andrew Gryske

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**Cyrier, Mary** <[cyrierm@glsd.k12.wi.us](mailto:cyrierm@glsd.k12.wi.us)>

Thu, Jul 14, 2022 at 10:13 AM

To: "Gryske, Andy" <[gryskea@glsd.k12.wi.us](mailto:gryskea@glsd.k12.wi.us)>

Cc: Gina Baxter <[baxterg@glsd.k12.wi.us](mailto:baxterg@glsd.k12.wi.us)>, "Waterworth, Donna" <[waterworthd@glsd.k12.wi.us](mailto:waterworthd@glsd.k12.wi.us)>

Great to hear.

Mary

On Thu, Jul 14, 2022 at 10:07 AM Gryske, Andy <[gryskea@glsd.k12.wi.us](mailto:gryskea@glsd.k12.wi.us)> wrote:

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Andy Gryske

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Thanks

Mary

Andrew Gryske

Andrew Gryske

**Baxter, Gina** <baxterg@glsd.k12.wi.us>

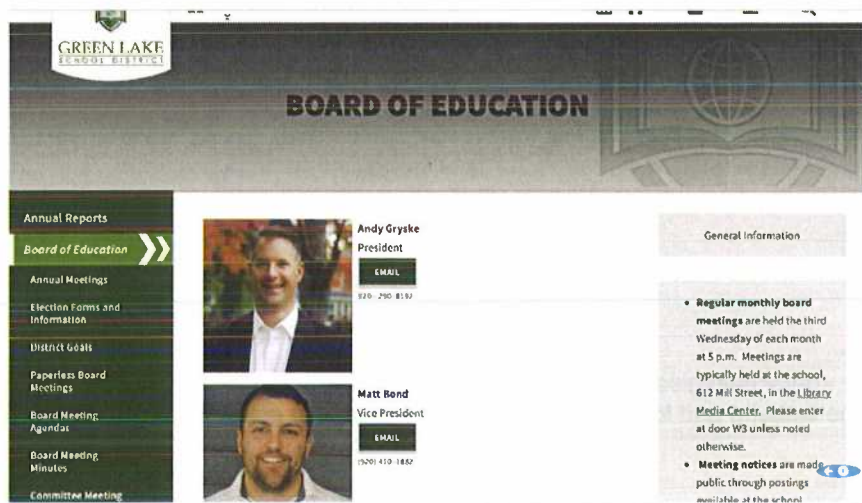
Thu, Jul 14, 2022 at 11:03 AM

To: "Gryske, Andy" <gryskea@glsd.k12.wi.us>

Cc: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>, "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

Date info is also listed on the board page...

Great hopes to streamline the site with a new sitebuilder even though the one we used was the "best of the best" and accustomed to a larger district where there were people hired specifically to manage these types of things. We will be looking for a builder who understands that in a small district we have to work smarter and not harder to allocate resources (time) because we don't have people hired specifically for HR, communications, publications, media, etc. and our site should reflect that.



**Gina Baxter**  
**Superintendent**  
**Green Lake Public School**  
612 Mill Street, P.O. Box 369  
Green Lake, WI 54941  
920-294-6411 ext 1127  
baxterg@glsd.k12.wi.us

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**Exhibit 10**

Mary

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Andy Gryske

----- Forwarded message -----

From: **Cyrier, Mary** <[cyrierm@glsd.k12.wi.us](mailto:cyrierm@glsd.k12.wi.us)>

Date: Sat, Jul 9, 2022 at 9:08 AM

Subject: Meeting Dates

To: Waterworth, Donna <[waterworthd@glsd.k12.wi.us](mailto:waterworthd@glsd.k12.wi.us)>

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Thanks

Mary

--

Andrew Gryske

--

Andrew Gryske



**Exhibit 11**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

**Regular Monthly Board Meeting**

6 messages

**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Fri, Jul 15, 2022 at 1:22 PM

To: Andy Gryske <gryskea@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, "Sorenson, Sue" <sorens@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>, Mary Cyrier <cyrierm@glsd.k12.wi.us>  
Cc: Gina Baxter <baxterg@glsd.k12.wi.us>, Catherine Moore <moorec@glsd.k12.wi.us>, Katie James <jamesk@glsd.k12.wi.us>, Tom Archambo <archambot@glsd.k12.wi.us>

Reminder that the regular monthly board meeting is Wednesday, July 20 at 5:00 pm. The agenda and supporting documents are now available on paperless.

As always, please do not "respond all" to this email.

Have a great weekend.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

**Sorenson, Sue** <sorens@glsd.k12.wi.us>

Sun, Jul 17, 2022 at 8:17 PM

To: "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;

I plan to attend

On Fri, Jul 15, 2022 at 1:23 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

Reminder that the regular monthly board meeting is Wednesday, July 20 at 5:00 pm. The agenda and supporting documents are now available on paperless.

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Have a great weekend.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Tue, Jul 19, 2022 at 3:26 PM

To: "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;, Gina Baxter &lt;baxterg@glsd.k12.wi.us&gt;

Thanks for providing this - lots of reading to do.

In order to better understand the WI Standards, can I get a list of the classes for the high school? Thanks.

Mary



**Exhibit 11**

On Fri, Jul 15, 2022 at 1:23 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

Reminder that the regular monthly board meeting is Wednesday, July 20 at 5:00 pm. The agenda and supporting documents are now available on paperless.

As always, please do not "respond all" to this email.

Have a great weekend.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

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**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Tue, Jul 19, 2022 at 3:26 PM

To: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

Cc: Andy Gryske <gryskea@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, "Sorenson, Sue"

<sorens@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Tim

Lyke <lyket@glsd.k12.wi.us>, Gina Baxter <baxterg@glsd.k12.wi.us>, Catherine Moore <moorec@glsd.k12.wi.us>, Katie

James <jamesk@glsd.k12.wi.us>, Tom Archambo <archambot@glsd.k12.wi.us>

Thanks for providing this and also Gina for the summaries you have attached.

Mary

On Fri, Jul 15, 2022 at 1:23 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

Reminder that the regular monthly board meeting is Wednesday, July 20 at 5:00 pm. The agenda and supporting documents are now available on paperless.

As always, please do not "respond all" to this email.

Have a great weekend.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

---

**Baxter, Gina** <baxterg@glsd.k12.wi.us>

Tue, Jul 19, 2022 at 4:19 PM

To: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>

Cc: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

Here is a link to the Master Schedule from last year that has the names of each course scheduled. The master schedule for this year has not been published so it is not available. The same classes are offered.

<https://docs.google.com/spreadsheets/d/1kEX-z15bNjE2bsZD3tEil36LbI9txDsKEcD-mYOsld4/edit?usp=sharing>

**Gina Baxter**

**Superintendent**

**Green Lake Public School**

612 Mill Street, P.O. Box 369

**Exhibit 11**

Green Lake, WI 54941  
920-294-6411 ext 1127  
baxterg@glsd.k12.wi.us

On Tue, Jul 19, 2022 at 3:26 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Thanks for providing this - lots of reading to do.

In order to better understand the WI Standards, can I get a list of the classes for the high school? Thanks.

Mary

On Fri, Jul 15, 2022 at 1:23 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

Reminder that the regular monthly board meeting is Wednesday, July 20 at 5:00 pm. The agenda and supporting documents are now available on paperless.

As always, please do not "respond all" to this email.

Have a great weekend.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

---

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Wed, Jul 20, 2022 at 9:22 AM

To: "Baxter, Gina" <baxterg@glsd.k12.wi.us>

Cc: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

Great thanks.

Mary

On Tue, Jul 19, 2022 at 4:20 PM Baxter, Gina <baxterg@glsd.k12.wi.us> wrote:

Here is a link to the Master Schedule from last year that has the names of each course scheduled. The master schedule for this year has not been published so it is not available. The same classes are offered.

<https://docs.google.com/spreadsheets/d/1kEX-z15bNjE2bsZD3tEil36LbI9txDsKEcD-mYOsld4/edit?usp=sharing>

**Gina Baxter**  
**Superintendent**  
**Green Lake Public School**  
612 Mill Street, P.O. Box 369  
Green Lake, WI 54941  
920-294-6411 ext 1127  
baxterg@glsd.k12.wi.us

On Tue, Jul 19, 2022 at 3:26 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Thanks for providing this - lots of reading to do.

In order to better understand the WI Standards, can I get a list of the classes for the high school? Thanks.

Mary

2/1/23, 12:09 PM

glsd.k12.wi.us Regular Monthly Board Meeting

**Exhibit 11**

On Fri, Jul 15, 2022 at 1:23 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

Reminder that the regular monthly board meeting is Wednesday, July 20 at 5:00 pm. The agenda and supporting documents are now available on paperless.

As always, please do not "respond all" to this email.

Have a great weekend.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

**Exhibit 12**

Gryske, Andy &lt;gryskiea@glsd.k12.wi.us&gt;

**Superintendent Review**

6 messages

**Gryske, Andy** <gryskiea@glsd.k12.wi.us>

Mon, Oct 10, 2022 at 5:21 PM

To: Matt Bond <bondm@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>, Sue Sorenson <sorens@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mary Cyrier <cyrierm@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>

This email is informational only and not a forum for discussion.

There have been a few inquiries into the process for the Superintendent review process. When CESA 6 was retained for the search for the new Superintendent, there was a handshake agreement to utilize their resources to assist with our review process. Please keep in mind we had a different board president at that time, so it has taken me a while to understand the intent of the agreement and how that will mesh with our current policy regarding Superintendent review. Those of you who participated in past reviews may remember the unorganized and disjointed process used at that time. In an effort to streamline the process and give all board members the same opportunity to provide feedback, we will be using the following process:

1. On or around November 15th, all board members will receive an evaluation form provided by CESA 6.
2. You will also receive the goals established for the Superintendent which were established when Mrs. Baxter was hired. Please use the goals and your experience while on the board to write your evaluation.
3. All reviews will be shared with Ted Neitzke the first week of December for compilation, scoring and will be compressed into a single comprehensive review.
4. When that process is completed, the board will meet in a closed session in January when I will present the final review to the board. A closed session is required to discuss any employee and is also dictated by our school policy.
5. The final review with Mrs. Baxter will be done with Ted Neitzke and myself.

As Mrs. Baxter's mentor, Ted Neitzke will be vital to this process as he will continue to work as her mentor as she continues to grow into this position and can provide feedback and coaching points based on the compiled reviews.

Andy Gryske  
President  
Green Lake Board of Education

**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Mon, Oct 10, 2022 at 7:29 PM

To: "Gryske, Andy" &lt;gryskiea@glsd.k12.wi.us&gt;

Cc: Matt Bond <bondm@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>, Sue Sorenson <sorens@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>

Thank you for the summary. As I said earlier, I think the process needs to be discussed at a Board meeting since that is the only venue for discussion. I would like to see this on the agenda for October or November. As you said, agreements were made prior to a variety of new leadership and I have questions on the process.

Thank you.

Mary  
[Quoted text hidden]

**Lyke, Tim** <lyket@glsd.k12.wi.us>

Tue, Oct 11, 2022 at 9:38 AM

To: "Cyrier, Mary" &lt;cyrierm@glsd.k12.wi.us&gt;

Cc: "Gryske, Andy" <gryskiea@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Sue Sorenson <sorens@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>

Thanks for the summary, Andy.  
[Quoted text hidden]

**Gryske, Andy** <gryskiea@glsd.k12.wi.us>

Thu, Oct 13, 2022 at 8:17 AM

To: Michelle Grimes <grimesmi@glsd.k12.wi.us>

**Exhibit 12**

I am resending this email for informational purposes only. I have also attached some guidance about email usage among board members. This information comes from WASB and cites the guidance from the Wisconsin State Attorney General. I find it has been a good tool for understanding when and how to use email as a board member. If you have any questions please let me know and we can contact our school attorney for more information.

Andy Gryske  
President  
Green Lake Board of Education

[Quoted text hidden]



**WASB guidance of email usage.docx**  
15K

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**Gryske, Andy** <gryskiea@glsd.k12.wi.us>  
To: "Ryan P. Heiden" <ryan.heiden@vonbriesen.com>

Mon, Oct 17, 2022 at 10:50 AM

----- Forwarded message -----

From: **Gryske, Andy** <gryskiea@glsd.k12.wi.us>

Date: Mon, Oct 10, 2022 at 5:21 PM

Subject: Superintendent Review

To: Matt Bond <bondm@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>, Sue Sorenson <sorensens@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mary Cyrier <cyrierm@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>

[Quoted text hidden]

--

Andrew Gryske

---

**Gryske, Andy** <gryskiea@glsd.k12.wi.us>  
To: "Ryan P. Heiden" <ryan.heiden@vonbriesen.com>

Mon, Oct 17, 2022 at 10:50 AM

[Quoted text hidden]

--

Andrew Gryske



## **Exhibit 12**

### **2.13: Can I use email or social media to communicate with my board colleagues?**

The Wisconsin [Attorney General's Office](#) strongly discourages the members of every governmental body from using electronic mail to communicate with each other about issues within the body's realm of authority except for procedural elements relating to creating the agenda or establishing meeting dates and locations (see question 2:5).

That being said, school board members may use email to communicate with each other if they are not using it to discuss board business or influence votes on issues in advance of a meeting or as a means of avoiding Open Meetings Law requirements. The same holds true with social media, such as Facebook, LinkedIn or Twitter. Also, it can be important to differentiate between using email as an efficient method of delivering a one-way communication of information to all board members versus using email to conduct an electronic conversation or discussion that involves multiple board members and a substantive topic of board or district business. The former is much less of a concern than the latter. It is not uncommon for a superintendent or board president to use email to provide all board members with notice of an important matter or to convey a useful resource or other background information — often expressly cautioning the recipients not to “reply all” or otherwise start an electronic discussion.

It is also generally permissible for one board member to email or “direct message” another board member with a question or with a response to such a question. However, even such one-to-one communications can create record management issues, and the members of small school boards or committees (e.g., with only three or five members) must take special care to evaluate whether they could potentially be creating a quorum or negative quorum through such communications. A negative quorum means enough board members to defeat a particular action. As previously mentioned, all school board members must avoid contributing to a series of sequential communications that may constitute a walking quorum.

Aside from possible violations of the Open Meetings Law, electronic conversations that involve multiple board members and that address substantive topics of board business may sometimes be criticized as secretive or nontransparent practices. This is because such communications are likely to affect the board's discussion at the meeting and can preclude the community from hearing the board debate important issues.

Be forewarned, if you are using a school email address, essentially all of the emails within the account can be requested by the public or media under the [Public Records Law](#) (additional [WASB](#) resources are available on the Public Records Law). If you are using a private email address for school related matters, all emails related to school business can be requested under the Public Records Law, even if such emails are contained on a private network or server.

Because school district email systems are generally structured to facilitate compliance with the Public Records Law, most school board members will want to be in the habit of using a district-issued email account for all of their board-related email communications. And, if a board member receives an email at a personal or work-related email address, a recommended practice is to forward the email to the board member's school district email account and respond, if necessary, from the district account.

As further addressed in the resources listed herein, the public records issues related to email extend to other types of electronic records as well (such as social media posts, text messages, etc.). Please note that your other online communications may also become public as well, even with privacy settings set to “friends only.” If you don't want your conversations and comments to become front-page fodder, don't have them online.

**Exhibit 13**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

**zoom**

3 messages

**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Wed, Nov 9, 2022 at 10:08 AM

To: Mary Cyrier &lt;cyrierm@glsd.k12.wi.us&gt;

Bcc: Gina Baxter &lt;baxterg@glsd.k12.wi.us&gt;

Hi Mary,

I just spoke with Gina and we do not have a paid zoom account. Since it is not a paid account the zoom meeting would end at 30 minutes. I'm assuming that Town Square has a paid account so it would be better to use their account if that is still a possibility.

Thanks.

*Donna Waterworth**Administrative Assistant**School Registrar**Open Enrollment**School Board Secretary**Green Lake School District**612 Mill Street**PO Box 369**Green Lake, WI 54941**920-294-6411 extension 1123**Fax 920-294-6589***Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Wed, Nov 9, 2022 at 10:15 AM

To: "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;

Got it. I will double check but believe TS account is paid. Is there another platform the District uses for meetings?

Mary

On Wed, Nov 9, 2022 at 10:09 AM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

Hi Mary,

I just spoke with Gina and we do not have a paid zoom account. Since it is not a paid account the zoom meeting would end at 30 minutes. I'm assuming that Town Square has a paid account so it would be better to use their account if that is still a possibility.

Thanks.

*Donna Waterworth**Administrative Assistant**School Registrar**Open Enrollment**School Board Secretary**Green Lake School District**612 Mill Street**PO Box 369**Green Lake, WI 54941**920-294-6411 extension 1123**Fax 920-294-6589***Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Wed, Nov 9, 2022 at 12:28 PM

To: "Cyrier, Mary" &lt;cyrierm@glsd.k12.wi.us&gt;

I can ask, but not that I am aware of.

*Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
612 Mill Street  
PO Box 369  
Green Lake, WI 54941  
920-294-6411 extension 1123  
Fax 920-294-6589*

On Wed, Nov 9, 2022 at 10:16 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Got it. I will double check but believe TS account is paid. Is there another platform the District uses for meetings?

Mary

On Wed, Nov 9, 2022 at 10:09 AM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

Hi Mary,

I just spoke with Gina and we do not have a paid zoom account. Since it is not a paid account the zoom meeting would end at 30 minutes. I'm assuming that Town Square has a paid account so it would be better to use their account if that is still a possibility.

Thanks.

*Donna Waterworth  
Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
612 Mill Street  
PO Box 369  
Green Lake, WI 54941  
920-294-6411 extension 1123  
Fax 920-294-6589*

**Exhibit 14**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

---

**Policies for approval in November**

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**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Mon, Nov 14, 2022 at 8:27 AM

To: "Cyrier, Mary" &lt;cyrierm@glsd.k12.wi.us&gt;

Hi Mary,

I will have them ready for you tomorrow morning and they will be in the order they appear on the agenda.

I have tried in the past to send individual policies, but we have had issues with doing it that way as well. I will see what I can do to make the process a little better.

Thanks.

Thanks.

*Donna Waterworth**Administrative Assistant**School Registrar**Open Enrollment**School Board Secretary**Green Lake School District**612 Mill Street**PO Box 369**Green Lake, WI 54941**920-294-6411 extension 1123**Fax 920-294-6589*

On Mon, Nov 14, 2022 at 8:13 AM Cyrier, Mary &lt;cyrierm@glsd.k12.wi.us&gt; wrote:

Thank you. If you just print that is fine. We can find a way to get through them on Wednesday. I won't have the page numbers but will have them in the same order as everyone else. I am working in MKE this afternoon so don't rush. I can pick up tomorrow mid morning.

Mary

On Sun, Nov 13, 2022 at 8:58 PM &lt;waterworthd@glsd.k12.wi.us&gt; wrote:

Mary,

We are down one administrative staff member this week. I would be more than happy to print these out for you but it will take me a bit since I'm the replacement for our staff member that is put tomorrow and Tuesday. I can call or email you when they are available. It won't be until the afternoon. I would think around 2 should give me time to print and organize them for you.

Let me know if you prefer a call, text or email to let you know when you can stop by.

Thanks

Sent from my iPhone

On Nov 13, 2022, at 6:49 PM, Cyrier, Mary &lt;cyrierm@glsd.k12.wi.us&gt; wrote:

Good evening. Is it possible for me to pick up a printed copy of this tomorrow and any chance it can have page numbers according to the PDF? I am having trouble with my home printer cutting off page numbers. Also in the future, we can get them individually scanned versus one big PDF? I am organizing my notes for Wednesday and I grouped by like policies since many of the changes apply to several. However if we review in order of the PDF it makes the feedback and process much more

**Exhibit 14**

difficult (and it will just take way more time on Wednesday to get through). This may be unusual due to the policies being presented.

I don't know how you do it typically but again hard to organize feedback on 146 contiguous pages.

Thanks.

Mary

On Fri, Oct 14, 2022 at 5:22 PM Waterworth, Donna <[waterworthd@glsd.k12.wi.us](mailto:waterworthd@glsd.k12.wi.us)> wrote:

There are 21 policies that will be on the agenda for discussion/approval at the November board meeting.

 **GLSD Copier\_20221014\_171448.pdf**

Have a great weekend,

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*612 Mill Street*

*PO Box 369*

*Green Lake, WI 54941*

*920-294-6411 extension 1123*

*Fax 920-294-6589*



# **Green Lake School District Board of Education Training**

November 16, 2022

Attorney Ryan Heiden  
von Briesen & Roper, s.c.  
ryan.heid@vonbriesen.com



# Green Lake Board Policy – Meeting Procedures

## Policy 0161 – Parliamentary Authority:

- The parliamentary procedure governing the Board shall be Robert's Rules of Order, Newly Revised as defined in Chapter XVI, "Boards and Committees."

## Policy 0163 – Presiding Officer:

- The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.



# **A Review – Wisconsin's Open Meetings Law**



## Purpose of Open Meetings Law

- The purpose of the Open Meetings Law is to give the public the fullest and most complete information concerning the affairs of the government. *Martin v. Wray*, 473 F. Supp. 1121 (E.D. Wis. 1979).
- Public policy behind open meetings: Wis. Stat. § 19.81
  - All meetings shall be publicly held, Wis. Stat. § 19.81(2): “To implement and ensure the public policy herein expressed, all meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law.”
  - Liberal construction, Wis. Stat. § 19.81(4). *State ex rel. Lawton v. Town of Barton*, 2005 WI App 16, ¶ 19.



## Scope of Open Meetings Law

Applies to government bodies, which are defined as:

“[A] state or local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order; a governmental or quasi-governmental corporation except for the Bradley center sports and entertainment corporation; a local exposition district under sub ch. II of ch. 229; a family care district under s. 46.2895; a nonprofit corporation operating the Olympic ice training center under §42.11(3); or a formally constituted subunit of any of the foregoing, but excludes any such body or committee or subunit of such body which is formed for or meeting for the purpose of collective bargaining under Subch. I, IV or V of Ch. 111.”





## What types of meetings are covered, generally?

Defining a meeting:

“[T]he convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body.” Wis. Stat. § 19.82(2).



# Green Lake Board Policy Definition

## Policy 0100 – Definitions:

“A meeting is any gathering which is attended by or open to all members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. Wis. Stat. 19.82(2).”



# Judicial and Attorney General Interpretation of Covered Meetings

## The *Showers* Test:

The definition of a “meeting” applies whenever a convening of members of a governmental body satisfies two requirements: (1) there is a purpose to engage in governmental business; and (2) the number of members present is sufficient to determine the governmental body’s course of action. *State ex rel. Newspapers v. Showers*, 135 Wis. 2d. 77, 398 N.W.2d. 154 (1987).



## ***Showers* Element #1**

When does a “purpose to engage in governmental business” exist?

- “Governmental business” refers to any formal or informal action, including discussion, decision or information gathering on matters within the governmental body’s realm of authority. *Showers*, 135 Wis. 2d. At 102-03.
- A governmental body is engaged in governmental business when its members gather simply to hear information on a matter within the body’s realm of authority. *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d. 553, 573-74 (1993).
- No meeting occurs where a quorum of school board members attended a gathering of town residents, but did not collect information on a subject the school board had the potential to decide. *Paulton v. Volkmann*, 141 Wis. 2d. 370, 375-77 (Ct. App. 1987).



## *Showers* Element #2

When are there enough members present to “determine the board’s course of action?”

- Wis. Stat. § 19.82(2): If one-half or more of the members of a governmental body are present...
- Walking quorums: A series of gatherings among separate groups of members of a governmental body, each less than a quorum in size, who agree, tacitly or explicitly, to act uniformly in a sufficient number to reach a quorum.
- Negative quorums: The negative power to defeat a proposal. The size of a negative quorum is smaller than a majority in situations where a super-majority (2/3 or 3/4) vote is required for a body to pass a measure.





## Potential Problems with Walking Quorums

- Walking quorums may produce a predetermined outcome and pay render publicly-held meetings a mere formality. See *State ex rel. Lynch v. Conta*, 71 Wis. 2d. 622, 239 N.W.2d. 313 (1976).
- Proxies or surrogates cannot be used to circumvent the Open Meetings Law. *Clifford Correspondence*, April 28, 1986.
- The signing, by members of a body, of a document asking that a subject be placed on the agenda of an upcoming meeting does not constitute a walking quorum. *Kay Correspondence*, April 25, 2007; *Kittleson Correspondence*, June 13, 2007.
- Where a majority of members of a body sign a document that expressly commits them to a future course of action, a court could find a walking quorum violation. *Huff Correspondence*, January 15, 2008.



# Green Lake Board Policy – Quorums

## Policy 0162 – Quorum:

- Four (4) members present at a meeting shall constitute a quorum when no Board vacancies exist. No Board business shall be conducted in absence of a quorum. Negative and walking quorums should be avoided.



# Technology and Defining a Meeting

## Telephone Conferences:

- In 1980, the Attorney General opined that a telephone conference involving a governmental body constituted a meeting and was subject to the provisions of the Open Meetings Law. 69 Op. Att’y Gen. 143 (1980).

## Video Conferences:

- To comply with the Open Meetings Law, video conferences must be “reasonably accessible” to the public.
- A video conference may be “reasonably accessible,” if it is broadcast at a location open to the public.
- At minimum, it seems that an accessible room must be reserved for the public viewing of the meeting.



## Technology and Defining a Meeting

Communications via electronic mail may constitute a meeting and be subject to the Open Meetings Law. The Wisconsin AG **strongly** discourages use of email to discuss matters in body's realm of authority:

- Email is a valuable, time-saving device for quick and incidental communication, but **email should not be used** to carry on private debate and discussion which belongs at a public meeting subject to public scrutiny. *Wisconsin Attorney General: Benson Correspondence*, March 2004.
- A violation may occur, if elected officials are instant messaging or emailing each other within a close time frame if: (1) enough of them are involved in the messaging to determine the body's course of action; and (2) there is a purpose to engage in governmental business. *Id.*



## Electronic Mail (cont'd)

- A violation could also occur, if a single official were to email other officials in succession, asking for their support of a particular matter or position. If the sender (or others forwarding the sender's email) were to reach enough officials to constitute a quorum necessary to take or block the action contemplated in the email, a walking quorum or negative quorum violation may occur. *Wisconsin Attorney General: Benson Correspondence*, March 2004.
- Electronic mail features, such as "reply all" and "forward," make it possible for a message to be instantaneously transmitted to a sufficient number of members of the body to determine the body's course of action on the matter, satisfying the definition of a meeting. *DOJ Correspondence*, October 3, 2000.





# Green Lake Board Policy – E-mail

## Policy 0167.5 – Use of Electronic Mail:

- Board members are strongly discouraged from communicating regarding Board business with other Board members, district administrators, school staff or members of the community via electronic mail.

## Policy 0167.6 – E-mail Public Records:

- All e-mail sent or received by any Board member in the course of conducting business of the Board, including e-mail addresses not supplied by the District, shall be provided to the District Administrator for preservation. Such records may be subject to disclosure under the Public Records Law.



# War Story

“City Council emails, texts present challenges for laws governing open meetings, records” *Wisconsin State Journal* (May 7, 2012).

**“The meeting is so peaceful with Bridget not speaking to me.”**

— Ald. Lisa Subeck to Ald. Jill Johnson, 7:44 p.m., Nov. 29, 2011 (referring to Ald. Bridget Maniaci)

**“U r a hoot.”**

— Johnson reply to Subeck

**“You really have no idea the difference her silence makes :)”**

— Subeck reply to Johnson

**“Help!!!”**

— Bob Dunn, president of Hammes Co., to Ald. Shiva Bidar-Sielaff, 9:28 p.m., Nov. 15, 2011

These are a sampling of text message exchanges between Madison City Council members and others while council meetings were in progress. They were obtained by the State Journal after an Open Records request.

**“I can’t always carry it all on my shoulders. I have really done nothing but help.”**

— Bidar-Sielaff reply to Dunn, 9:32 p.m., Nov. 15, 2011



## What notice is required for a meeting?

- Meeting notices must be reasonably specific with regard to agenda items so as to reasonably apprise the public of what will occur at the upcoming meeting. *Linde Correspondence*, 2007. “New business,” “old business,” and similarly bland agenda items do not suffice.
- Generally, post notices at three (3) different publicly accessible locations within the jurisdiction that the governmental body serves. *Id.*
- The chief presiding officer may give notice to the public by paid publication in a news medium likely to give notice in the jurisdictional area the body services. 63 Op. Att’y Gen. 509, 510-11 (1974). If this occurs, the officer must ensure that the notice is actually published.
- Meeting notices may also be posted at a governmental body’s website as a supplement to other public notices, but web posting should not be used as a substitute for other methods of notice. *Peck Correspondence*, 2006.



# **Green Lake Board Policy – Notice of Regular Meetings**

## **Policy 0165.1 – Notice of Regular Meetings:**

- The Board shall cause to be posted at the Board office and in other locations considered appropriate by the Board, a notice listing the date, time, place, and subject matter of each regularly scheduled meeting of the Board.



# Green Lake Board Policy – Meeting Agendas

## Policy 0166 – Agenda:

- The District Administrator shall prepare and submit to each Board member an agenda prior to each regular meeting and each special meeting unless otherwise directed by the Board.
- The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President.
- The level of specificity of the description of subject matter for discussion shall be determined considering the following: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and, (3) whether the meeting will involve routine or novel issues.





## When can a meeting be closed?

- Wis. Stat. § 19.85(1) contains more than 10 exemptions to the open session requirement, which permit (but do not require) a body to convene in closed session.
- Since the law is designed to provide the public with the most complete information possible about governmental affairs, the exemptions should be strictly construed. *State ex rel. Hodge v. Turtle Lake*, 180 Wis. 2d. 62, 71, 508 N.W.2d. 603 (1993); *Citizens for Responsible Development*, 300 Wis. 2d. 649 ¶ 8.
- The exemptions must be invoked sparingly and only where necessary to protect the public interest. If there is any doubt as to whether closure is permitted under a given exemption, the body should hold the meeting in open session. See 74 Op. Att'y Gen. 40, 73 (1985).



## When can a body enter closed session?

- Wis. Stat. § 19.85(1) lists the exemptions:
  - Judicial or quasi-judicial hearings;
  - Employment and licensing matters;
  - Consideration of employment, promotion, compensation, and performance evaluations;
  - Considering applications for probation or parole, or considering strategy for crime detection or prevention;
  - Conducting public business with competitive or bargaining implications;
  - Specified deliberations by the state council on unemployment insurance and the state council on worker's compensation;
  - Specified deliberations involve the location of a burial site;
  - Consideration of financial, medical, social, or personal information;
  - Conferring with legal counsel with respect to litigation;
  - Consideration of requests for confidential written advice from an ethics board.



## Consequences of Failing to Adhere to State Law and Board Policy

- Failure to follow the Open Meetings Law undermines the trust placed in the Board by staff members, students, parents and the public.
- Improperly disclosed information may also create flash point issues that become impossible to combat in the public arena.
- Legal consequences may also result, both for the governmental body and individual members. For example, the body's action(s) may be voided under Section 19.97(3), Wis. Stats. Individual members may also be assessed up to \$300 per each violation of the OML.



## Consequences of Failing to Adhere to State Law and Board Policy

**Immunity:** No member of a governmental body is liable under the OML on account of his or her attendance at a meeting held in violation of the OML if he or she makes or votes in favor of a motion to prevent the violation from occurring, or if, before the violation occurs, his or her votes on all relevant motions were inconsistent with all those circumstances which cause the violation.



# **Review of Board Member Code of Conduct**





## Why Does the Board Have a Code of Conduct?

- The Code of Conduct guides Board members' behavior and serves as a set of principles to guide their decision-making.
- The Code of Conduct ensures that each Board member is accountable for their actions and choices.
- The Code of Conduct also seeks to maximize the effectiveness of the Board's and District's overall operations by establishing a clear chain-of-command
  - "The clearest way to show what the rule of law means to us in everyday life is to recall what has happened when there is no rule of law." – Dwight D. Eisenhower
  - "Law is order, and good law is good order." – Aristotle



# What is the Role of the Board vs. Administration?

- The Board is empowered with the responsibility of identifying and establishing the District's long-range policy goals and initiatives. The Board is also responsible for certain statutory duties, such as approving teacher contracts and administrator contracts.
- Administration is hired by the Board to carry out the day-to-day operations of the District with the intent of pursuing and attaining the policy goals and initiatives set forth by the Board.
- Maintaining this relationship is critical for the District to run efficiently and effectively.



# Green Lake Board Policy – Board Member Ethics

## Board Policy 0144.2 – Ethics:

- Board members will strive to improve public education and to that end they will:
  - Render all decisions based on the available facts and independent judgment and refuse to surrender that judgment to individuals or special interest groups.
  - Seek systematic communications between the Board and students, staff, and all elements of the community.
  - Avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain.
  - Take no private action that will compromise the Board or administration.
  - Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.



## Green Lake Board Policy 0144.5: Board Member Behavior and Code of Conduct

- **Purpose:** The Board functions most effectively when Board members act ethically, professionally, and responsibly. Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board.
  - Members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all the District's students.
  - Conduct by Board members that compromises the legal position of the District should be avoided.



# Green Lake Board Policy 0144.5: Board Member Behavior and Code of Conduct

## ■ General Expectations of all Board Members:

- Be familiar with and follow applicable local, State, and Federal laws.
- Be familiar with and comply with Board policies, including policies governing Board member conduct and ethics.
- Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and District.
- Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community.
- Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- Treat others with respect and dignity at all times, maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy. This decency expectation applies in all communications.
- Conduct themselves in the best interest of the District, including avoiding implicating the District in unlawful activity.





# Green Lake Board Policy 0144.5: Board Member Behavior and Code of Conduct

**Board Member Communication:** Board members are expected to refrain from engaging in communication on behalf of the Board or District, unless authorized to do so by a majority vote of the Board.

- Any Board member who engages in individual communication on matters related to the Board/District is expected to clearly identify whether the Board member is communicating in the following capacity:
  - On behalf of the Board: Normally, this is the function of the Board President. In every case, the Board member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
  - As an individual Board member, but not on behalf of the Board: A Board member who speaks on matters related to the Board/District, but not as an officially designated Board spokesperson.
- Board members who fail to adhere to this expectation or who publicly communicate false or misleading information pertaining to Board action or District policy will be asked to correct such communication by the Board President.
  - The Board President is authorized to issue public statements on behalf of the Board, in the event a Board member expresses false or misleading information or makes statements without identifying whether they are speaking as an individual Board member.



## Green Lake Board Policy 0144.5: Board Member Behavior and Code of Conduct

**Board Member Interaction with Staff:** The general expectations of Board member decorum and civility apply to interactions with employees.

- Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals.
- No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.



## Board Member Interaction with Staff (cont'd)

### Board Policy 0143.2 – Board Member Information Requests:

- The administrative team will provide information to keep Board members informed of District operations. When a Board member 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 will be reviewed at the next meeting, if possible, by the Board and District Administrator to clarify the request and determine the context of other priorities if and when the administrative staff should respond to it. The District Administrator will discuss with the Board President the validity of any requests as deemed necessary.



## Green Lake Board Policy 0144.5 – Board Member Behavior and Code of Conduct

- **Board Member Records and Confidentiality:** Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the District. Each Board member is an elected official responsible for preserving all public records they create, and to comply with requests to inspect such records.
  - The District has no obligation or responsibility to assist any Board member in fulfilling this responsibility.
  - Board members are encouraged to review Board policy defining and explaining public records.
  - Board members are expected to maintain and protect the privacy of District records.



## Related Green Lake Board of Education Policies

**Board Policy 0143 – Authority of Individual Board Members:** Individual members of the Board do not possess the powers that reside in the Board itself. The Board speaks through its actions set forth through motions, resolutions, and other official actions taken at Board meetings and officially noted in the minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law.

**Board Policy 0143.1 – Public Expression of Board Members:** The Board President functions as the official spokesperson for the Board. Board members should, when writing or speaking on school matters on social media, to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.



## Green Lake Board Policy 0144.5 – Board Member Behavior and Code of Conduct

- **Enforcement:** Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President.
  - The President must review the complaint and determine whether they can investigate the matter or contact the District's legal counsel for support.
  - Upon investigation completion, if the Board member violated the policy, the investigator must brief the Board and may recommend action.





## Enforcement (cont'd)

Board members cannot be disciplined, prevented from participation in Board meetings, or removed from office by the Board. The Board may consider the following:

- Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board.
- Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board.
- Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.
- Referral to proceed with efforts to remove the Board member from office for cause.
- Referral to law enforcement, if alleged acts constitute potentially unlawful conduct.
- Other efforts to pursue compliance, as determined by the Board and not prohibited by law.



**von**

von Briesen & Roper, s.c. Attorneys at Law  
vonbriesen.com

# Let's test our knowledge!



# Are these Board members violating the Open Meetings Law?

- A. No, they are in a restaurant.
- B. Maybe, depends on the size of their committee.
- C. No, they are laughing and not engaging in government business.
- D. Maybe, depends on what they are discussing.
- E. B and D.



# Are these Board members violating the Open Meetings Law?

- A. No, they are in a restaurant.
- B. Maybe, depends on the size of their committee.
- C. No, they are laughing and not engaging in government business.
- D. Maybe, depends on what they are discussing.
- E. **B and D.**



# Which option avoids a walking quorum?

- A. Using the phone when talking with other Board members.
- B. Using e-mail to communicate with other Board members.
- C. None of the above.





## Which option avoids a walking quorum?

- A. Using the phone when talking with other Board members.
- B. Using e-mail to communicate with other Board members.
- C. **None of the above.**





**The Green Lake Board of Education  
is holding a regularly scheduled  
meeting. Is any prior action  
required?**

- A. Warn the Board President.
- B. Give notice of the time, place, and subject of the meeting.
- C. Nothing is required, as long as the Board members do not speak to each other.
- D. None of the above.



# The Green Lake Board of Education is holding a regularly scheduled meeting. Is any prior action required?

- A. Warn the Board President.
- B. Give notice of the time, place, and subject of the meeting.
- C. Nothing is required, as long as the Board members do not speak to each other.
- D. None of the above.



**A citizen wishes to have an item placed on the Board agenda and contacts an individual Board member to make the request. What should the Board member do?**

- A. Discuss the agenda item with the citizen and bring up the citizen's request at a future Board meeting.
- B. Discuss the agenda item with the citizen and then e-mail the entire Board about placing it on the next agenda.
- C. Refer the citizen to the District Administrator, who is empowered to draft the agenda, subject to final approval by the Board President.
- D. Refer the citizen to the Board President, who has final approval of the agenda.
- E. C or D.



**A citizen wishes to have an item placed on the Board agenda and contacts an individual Board member to make the request. What should the Board member do?**

- A. Discuss the agenda item with the citizen and bring up the citizen's request at a future Board meeting.
- B. Discuss the agenda item with the citizen and then e-mail the entire Board about placing it on the next agenda.
- C. Refer the citizen to the District Administrator, who is empowered to draft the agenda, subject to final approval by the Board President.
- D. Refer the citizen to the Board President, who has final approval of the agenda.
- E. **C or D.**



## Which is not an appropriate subject matter for closed session?

- A. Discussing curriculum changes.
- B. Conferring with legal counsel.
- C. Evaluating a janitorial employee.
- D. Considering applications for an athletic coaching position.
- E. None of the above.





# Which is not an appropriate subject matter for closed session?

- A. **Discussing curriculum changes.**
- B. Conferring with legal counsel.
- C. Evaluating a janitorial employee.
- D. Considering applications for an athletic coaching position.
- E. None of the above.





**A resident direct messages a Board member on Facebook, inquiring about the Board's decision to add a fall break to the District's annual calendar. Should the Board member respond?**

- A. Yes, if the Board member is using their personal Facebook account.
- B. No, if the addition was already approved by the Board.
- C. No, the Board member has no authority to speak on behalf of the Board.
- D. Only if the Board member is explicitly clear in any response they are speaking as an individual Board member and not on behalf of the Board, and their statement does not misrepresent Board action.



**A resident direct messages a Board member on Facebook, inquiring about the Board's decision to add a fall break to the District's annual calendar. Should the Board member respond?**

- A. Yes, if the Board member is using their personal Facebook account.
- B. No, if the addition was already approved by the Board.
- C. No, the Board member has no authority to speak on behalf of the Board.
- D. Only if the Board member is explicitly clear in any response they are speaking as an individual Board member and not on behalf of the Board, and their statement does not misrepresent Board action.



## **Can a Board member require the District Administrator to produce information about student attendance?**

- A. Maybe, depends on whether the Board approved the request.
- B. No, Board members cannot demand information from staff.
- C. No, Board members must treat District staff with respect.



## Can a Board member require the District Administrator to produce information about student attendance?

- A. Maybe, depends on whether the Board approved the request.
- B. No, Board members cannot demand information from staff.
- C. No, Board members must treat District staff with respect.



**Is the District required to maintain a  
Board member's public records created  
on personal resources?**

- A. Yes.
- B. No.





# Is the District required to maintain a Board member's public records created on personal resources?

- A. Yes.
- B. **No.**





# **Which of the following options is a possible enforcement mechanism for violating the Board Member Code of Conduct?**

- A. Censure.
- B. Committee removal.
- C. Removal from office.
- D. Removal from Board meeting.
- E. A and B.



## Which of the following options is a possible enforcement mechanism for violating the Board Member Code of Conduct?

- A. Censure.
- B. Committee removal.
- C. Removal from office.
- D. Removal from Board meeting.
- E. **A and B.**



**von**

von Briesen & Roper, s.c. Attorneys at Law  
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# Questions?



**Exhibit 16**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

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**Policy Committee Meeting December 14**

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**Gina Baxter** <baxterg@glsd.k12.wi.us>

Fri, Dec 16, 2022 at 10:21 AM

To: "Sorenson, Sue" &lt;sorens@s@glsd.k12.wi.us&gt;

Cc: "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;

Good morning, Sue.

The policies that Mary is talking about do not need to be on the agenda for next week. We just need to add Mary to the agenda so she can share her recommendations. The agenda for next week should be as is. This is due to Mary acting as a community member/a non-committee member. Our practice does now allow for non-committee members/community member to set our agendas. They can ask to have things added to the agenda but it is not ultimately up to them. Keeping the policies that Mary will be discussion off of the agenda draws a clear line that shows that she is not setting the agenda as a non-committee member and also shows that she is not acting as a committee member nor is she participating as a board member that would potentially put us in a place where legal trouble could come visit.

Thanks!

On Dec 16, 2022, at 8:46 AM, Sorenson, Sue <sorens@s@glsd.k12.wi.us> wrote:

Thank you Gina! You also clarified that our agenda for the 20th should be the policies that were on the Brd mtg agenda last month.

Would you please forward your email to Tim as well to make sure we are all in the same page? We had a different agenda for next week.

On Wed, Dec 14, 2022 at 11:04 AM Baxter, Gina <baxterg@glsd.k12.wi.us> wrote:

Hi Sue!

The committee will be able to ask her questions about the recommendations she is proposing. She will be discussing the recommendations that she feels should be made to the policies that were tabled/sent back to the committee at the November board meeting. At that meeting, she had a stack of the policies we were considering approval of. She had many recommendations written on the documents and sticky notes but did not want to give them to the committee because she needed to explain the recommendations to the committee. Since there were so many recommendations and many board members did not want to extend the length of the meeting by reviewing her recommendations as a whole group, the policies were sent back to the committee/tabled so the committee could review her suggestions and recommendations. A couple of board members stated that having her read through all of these recommendations at a board meeting instead of sending her comments and recommendations to Donna to give to the committee to review was countering the reason we have trusted committees. So, here we are...

1. Mary can share her recommendations for the policies that were up for approval during the November board meeting but cannot comment on any other policies or agenda items.
2. The committee can engage in discussion with Mary when she is sharing her recommendations related to the policies that were up for approval at the November board meeting. No other discussion is permitted to occur between Mary and the committee.

Please let me know if there are any other questions.

I hope you are feeling better! ♥

**Gina Baxter**  
**Superintendent**  
**Green Lake School District**



**Exhibit 16**

612 Mill Street, P.O. Box 369  
Green Lake, WI 54941  
920-294-6411 ext 1127  
baxterg@glsd.k12.wi.us

On Wed, Dec 14, 2022 at 9:40 AM Sorenson, Sue <sorens@s@glsd.k12.wi.us> wrote:

Gina, do I understand correctly that there can be dialogue with Mary? Is it also correct that the only Policies she will review are the ones on the agenda?

Thank you again Gina!

On Tue, Dec 13, 2022 at 11:20 AM Baxter, Gina <baxterg@glsd.k12.wi.us> wrote:

Good Morning!

The Policy Committee was moved to the 20th at 1:30. The process will be as follows:

- Mary will be added to the agenda - generally a 15 minute slot of time is allocated
- When we get to the agenda item (Mary), she will present her findings to the committee. This will be the only time the committee and Mary will be permitted to discuss the information she is presenting. The committee will take Mary's suggestions under advisement. No action will be taken on these policies as they will then need to go through the review process again (committee, NEOLA, legal, back to committee if needed, board).
- After the info is presented and discussion occurs, the committee will move on to the next agenda item.

Let me know if you have any questions. Have a great day, team!!

**Gina Baxter**  
**Superintendent**  
**Green Lake School District**  
612 Mill Street, P.O. Box 369  
Green Lake, WI 54941  
920-294-6411 ext 1127  
baxterg@glsd.k12.wi.us

On Tue, Dec 13, 2022 at 9:13 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Hey gang. I have not heard back on this so don't plan to attend the policy meeting tomorrow. We may just need to follow procedure and provide feedback at the full board meeting. I will wait to hear from you on how you want to proceed.

Mary

On Thu, Dec 8, 2022 at 6:54 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

I was planning to attend but do not see that I am on the agenda. I will wait to hear when you want me to review my feedback as stated in Gina's email.

If I am to attend and we have 21 policies to review, that set of policies will take 7 meetings. Sorry I am confused as to what is intended on the agenda.

Mary

On Thu, Dec 8, 2022 at 3:07 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

\*\*\*\*\*FOR INFORMATION - NO ATTENDANCE OR ACTION REQUIRED\*\*\*\*\*

The Policy Committee will be holding a meeting on Wednesday, December 14 at 2 pm in the Office Conference room. I have attached a copy of the agenda and the policies that we will be reviewing at this meeting.

Thank you.

**Donna Waterworth**



**Exhibit 16**

*Administrative Assistant  
School Registrar  
Open Enrollment  
School Board Secretary  
Green Lake School District  
612 Mill Street  
PO Box 369  
Green Lake, WI 54941  
920-294-6411 extension 1123  
Fax 920-294-6589*

**Exhibit 17**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

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**Policies for December meeting**

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**Cyrier, Mary** <cyrierm@glsd.k12.wi.us>

Fri, Dec 9, 2022 at 5:54 PM

To: "Waterworth, Donna" &lt;waterworthd@glsd.k12.wi.us&gt;

Cc: Tim Lyke &lt;lyket@glsd.k12.wi.us&gt;, Sue Sorenson &lt;sorens@s@glsd.k12.wi.us&gt;

Ok thanks. Someone keep me posted on next week's policy meeting.

Mary

On Fri, Dec 9, 2022 at 3:11 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

Mary,

I believe we will be only reviewing one policy (policy 0100 - definitions) at the December board meeting. I will have more information next week when work on the December board meeting agenda starts.

Have a great weekend.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*612 Mill Street*

*PO Box 369*

*Green Lake, WI 54941*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

On Thu, Dec 8, 2022 at 6:57 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Do we know what is going to be reviewed at the 12/20 meeting?

Mary

On Sun, Nov 27, 2022 at 5:34 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Can someone tell me what policies will be reviewed at the December full board meeting?

Thanks.

Mary

## Exhibit 18



Waterworth, Donna <waterworthd@glsd.k12.wi.us>

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## Meetings

**Baxter, Gina** <baxterg@glsd.k12.wi.us>

Wed, Jan 4, 2023 at 2:24 PM

To: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>

Cc: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>, Andy Gryske <gryskiea@glsd.k12.wi.us>

Hi Mary.

We are looking to schedule the Board Retreat in early to mid-February.

Thanks!

**Gina Baxter**  
**Superintendent**  
**Green Lake School District**  
612 Mill Street, P.O. Box 369  
Green Lake, WI 54941  
920-294-6411 ext 1127  
baxterg@glsd.k12.wi.us

On Mon, Jan 2, 2023 at 11:10 AM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Happy New Year's!! I hope you all had a nice break and holidays.

I noticed that the website still says our next BOE meeting is the 18th not the 11th.

I have also heard reference to a BOE retreat. Has a date been set for that meeting?

Thanks.

Mary

## Exhibit 19



Waterworth, Donna <waterworthd@glsd.k12.wi.us>

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### Marketing Committee Minutes

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Waterworth, Donna <waterworthd@glsd.k12.wi.us>

Mon, Jan 9, 2023 at 3:33 PM

To: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>

Bcc: Gina Baxter <baxterg@glsd.k12.wi.us>

Good Afternoon,  
Thank you for bringing this to our attention. We will look into it.

Thank you.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*612 Mill Street*

*PO Box 369*

*Green Lake, WI 54941*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

On Wed, Jan 4, 2023 at 8:35 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Happy New Year's. I was doing my homework on Committees and could not find minutes for any of the 2022 Marketing Committee meetings. I am not sure who is Chair.

Thanks.

Mary

**Exhibit 19**



Waterworth, Donna <waterworthd@glsd.k12.wi.us>

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## Finance Meeting Minutes

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Waterworth, Donna <waterworthd@glsd.k12.wi.us>

Mon, Jan 9, 2023 at 3:34 PM

To: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>

Bcc: Gina Baxter <baxterg@glsd.k12.wi.us>

Thank you for bringing this to our attention. We will look into it.

Thank you.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*612 Mill Street*

*PO Box 369*

*Green Lake, WI 54941*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

On Wed, Jan 4, 2023 at 8:49 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

I also don't see approval of the 9/12/22 Finance Committee Minutes? What appears to be attached is the agenda?

Also the Committee Assignments from the 6/2021 Board meeting are a bit confusing. The agenda says 2021-2022 but the attachment says 2020-2021. I assume these were for 2021-2022?

Mary



**Exhibit 19**



Waterworth, Donna <waterworthd@glsd.k12.wi.us>

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## Policy Meeting Minutes

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**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Mon, Jan 9, 2023 at 3:32 PM

To: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>

Cc: Sue Sorenson <sorens@s@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>

Bcc: Gina Baxter <baxterg@glsd.k12.wi.us>

Good Afternoon,

Thank you for bringing this to our attention. We will look into it.

Have a good day.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*612 Mill Street*

*PO Box 369*

*Green Lake, WI 54941*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

On Wed, Jan 4, 2023 at 8:34 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Happy New Year's. I was doing my homework on committees and could not find minutes for the Policy Committee for 11/16 and 12/14. I assume 12/20 will be at the Jan meeting next week.

Thanks.

Mary

**Exhibit 20**



Waterworth, Donna <waterworthd@glsd.k12.wi.us>

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**Re: Superintendent Review Session**

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**Gryske, Andy** <gryska@glsd.k12.wi.us>

Thu, Jan 5, 2023 at 4:28 AM

To: "Cyrier, Mary" <cyrierm@glsd.k12.wi.us>

Cc: Matt Bond <bondm@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, Sue Sorenson <sorens@glsd.k12.wi.us>, Tim Lyke <lyket@glsd.k12.wi.us>

Bcc: waterworthd@glsd.k12.wi.us

To All,

This email is for informational purposes only and not a forum for discussion.

I am waiting for CESA 6 to finish their process and we will be able to meet to see the results of the review.

I anticipate the date will be set for the last full week of January. Per our policy, this will be a closed session.

On Wed, Jan 4, 2023 at 3:09 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Andy - do we have a proposed date for the review session for the superintendent review? I know you said January.

Thanks.

Mary

--

Andrew Gryske

**Exhibit 21**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

**Re: Policy Edits**

Cyrier, Mary &lt;cyrierm@glsd.k12.wi.us&gt;

Wed, Jan 11, 2023 at 7:13 AM

To: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>, Andy Gryske <gryskea@glsd.k12.wi.us>, Mike Pulice <pulicem@glsd.k12.wi.us>, Matt Bond <bondm@glsd.k12.wi.us>, Michelle Grimes <grimesmi@glsd.k12.wi.us>  
Cc: Tim Lyke <lyket@glsd.k12.wi.us>, Sue Sorenson <sorens@glsd.k12.wi.us>, Gina Baxter <baxterg@glsd.k12.wi.us>

Thanks for the clarification. I am including the rest of the Board as they would need this information as well.

Mary

On Tue, Jan 10, 2023 at 3:05 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

*Good Afternoon All,*

*I have done some research regarding the question on the color coding on the policies for approval tomorrow night. We have had some upgrades to some of our technology and it appears that we might have some bugs to work through.*

*In reviewing the policies on the agenda for Wednesday, anything that is in red is being removed, anything in green is being added, and anything in black remains unchanged.*

*Thank you for bringing this to our attention. I am working with our IT department to resolve this issue.*

*Have a great day.*

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*612 Mill Street*

*PO Box 369*

*Green Lake, WI 54941*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

On Tue, Jan 10, 2023 at 2:20 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Adding Donna and Gina to this question. In the past red had strikethrough so the green was being proposed. Now red and green both included with no strike through so I am not sure what is being recommended.

thanks.

Mary

On Mon, Jan 9, 2023 at 1:38 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Can you remind me of the color coding on the policies for review - red and green? Black is clearly current unchanged. Thanks.

Mary

**Exhibit 22**



Waterworth, Donna <waterworthd@glsd.k12.wi.us>

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## Special Meeting Minutes

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Cyrier, Mary <cyrierm@glsd.k12.wi.us>

Wed, Jan 11, 2023 at 4:30 PM

To: "Waterworth, Donna" <waterworthd@glsd.k12.wi.us>

Great thanks.

Mary

On Mon, Jan 9, 2023 at 3:34 PM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

The minutes you are referencing are on the website under the 2021-2022 minutes tab.

Thank you.

*Donna Waterworth*

*Administrative Assistant*

*School Registrar*

*Open Enrollment*

*School Board Secretary*

*Green Lake School District*

*612 Mill Street*

*PO Box 369*

*Green Lake, WI 54941*

*920-294-6411 extension 1123*

*Fax 920-294-6589*

On Wed, Jan 4, 2023 at 8:36 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Hello there. I was looking for minutes for the 1/31 and 3/23 Special Board meeting minutes. I realize they will be short but are they somewhere?

Thanks.

Mary

**Exhibit 23**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

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**Board Meeting Rescheduled**

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**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Thu, Jan 12, 2023 at 4:13 PM

To: "Cyrier, Mary" &lt;cyrierm@glsd.k12.wi.us&gt;

Cc: Andy Gyske &lt;gyskea@glsd.k12.wi.us&gt;, Matt Bond &lt;bondm@glsd.k12.wi.us&gt;, Mike Pulice &lt;pulicem@glsd.k12.wi.us&gt;, "Sorenson, Sue" &lt;sorensons@glsd.k12.wi.us&gt;, Tim Lyke &lt;lyket@glsd.k12.wi.us&gt;, Michelle Grimes &lt;grimesmi@glsd.k12.wi.us&gt;, Gina Baxter &lt;baxterg@glsd.k12.wi.us&gt;, Katie James &lt;jamesk@glsd.k12.wi.us&gt;, Catherine Moore &lt;moorec@glsd.k12.wi.us&gt;, Tom Archambo &lt;archambot@glsd.k12.wi.us&gt;

The board meeting has been rescheduled for Monday, January 23 at 5:00 p.m.

Have a great evening.

*Donna Waterworth**Administrative Assistant**School Registrar**Open Enrollment**School Board Secretary**Green Lake School District**612 Mill Street**PO Box 369**Green Lake, WI 54941**920-294-6411 extension 1123**Fax 920-294-6589*

On Thu, Jan 12, 2023 at 3:57 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Do we know when this is being rescheduled? It appears the options are 1/23 or 1/24.

Thanks.

Mary

On Wed, Jan 11, 2023 at 8:54 AM Waterworth, Donna <waterworthd@glsd.k12.wi.us> wrote:

Due to weather and road conditions we have canceled school and will need to reschedule the board meeting. The dates we are considering are tomorrow night, or January 23 or 24. Next week is not an option due to the school board convention and other obligations.

We will keep you updated on the rescheduled date.

Thank you, have a good day and stay safe.

*Donna Waterworth**Administrative Assistant**School Registrar**Open Enrollment**School Board Secretary**Green Lake School District**612 Mill Street**PO Box 369**Green Lake, WI 54941**920-294-6411 extension 1123**Fax 920-294-6589*



**Exhibit 24**

Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt;

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**Non Candidacy forms**

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**Waterworth, Donna** <waterworthd@glsd.k12.wi.us>

Thu, Jan 12, 2023 at 4:14 PM

To: "Cyrier, Mary" &lt;cyrierm@glsd.k12.wi.us&gt;

Cc: Gina Baxter &lt;baxterg@glsd.k12.wi.us&gt;

The non-candidacy form was submitted on December 29.

Have a great evening.

*Donna Waterworth**Administrative Assistant**School Registrar**Open Enrollment**School Board Secretary**Green Lake School District**612 Mill Street**PO Box 369**Green Lake, WI 54941**920-294-6411 extension 1123**Fax 920-294-6589*

On Wed, Jan 11, 2023 at 4:35 PM Cyrier, Mary &lt;cyrierm@glsd.k12.wi.us&gt; wrote:

I saw in the paper that a non-candidacy form was submitted. What was the date?

Mary

On Wed, Dec 28, 2022 at 10:26 AM Waterworth, Donna &lt;waterworthd@glsd.k12.wi.us&gt; wrote:

Good Morning Mary,

No one has turned in non candidacy forms to me.

Thank you.

*Donna Waterworth**Administrative Assistant**School Registrar**Open Enrollment**School Board Secretary**Green Lake School District**612 Mill Street**PO Box 369**Green Lake, WI 54941**920-294-6411 extension 1123**Fax 920-294-6589*

On Tue, Dec 27, 2022 at 6:27 PM Cyrier, Mary &lt;cyrierm@glsd.k12.wi.us&gt; wrote:

Just wondering if we received any non-candidacy forms? I believe the deadline was 12/23.

Thanks.

Mary



## Exhibit 25

On Mon, Jan 23, 2023 at 7:30 PM Cyrier, Mary <cyrierm@glsd.k12.wi.us> wrote:

Andy - would it be possible to go into closed session after the review is delivered to Gina to review the final review as well as developmental goals? I know for me, if I am evaluating someone throughout the year, I base it on the competencies and goals both personal and district.

Also I would be happy to volunteer to research the review process and forms and present options to the full board. Would someone like to do that with me?

Mary

## Exhibit 25

On Tue, Jan 24, 2023 at 8:49 AM Cyrier, Mary <[cyrierm@glisd.k12.wi.us](mailto:cyrierm@glisd.k12.wi.us)> wrote:

Thanks. One more would be great as it seems our process is to have three board members on tasks. The timing would be to get it done early in the review process (probably February 2023) so that everyone knows what they are measuring and performing to/against.

Andy as another process question, does Gina do a self evaluation and bring it to the discussion?

Happy Tuesday everyone.

Mary

On Mon, Jan 23, 2023 at 8:34 PM Lyke, Tim <[lyket@glisd.k12.wi.us](mailto:lyket@glisd.k12.wi.us)> wrote:

I am happy to help research the review process and provide recommendations to the board, but am equally happy to step aside if someone else would like to do this.

## Exhibit 25

On Tue, Jan 24, 2023 at 8:54 AM Gryske, Andy <[gryskea@glisd.k12.wi.us](mailto:gryskea@glisd.k12.wi.us)> wrote:

**This email is not a forum for discussion.**

As stated last night, I would prefer to wait until we have our new board members installed before determining a new evaluation process as their input will be just as valuable.

Also, since we were given the news of Mrs. Waterworth's resignation last night, I believe it will be in our best interest to concern ourselves with the schools ability to function through this transition before concerning ourselves with processes that do not need immediate attention.

I appreciate everyone's concern for developing a new review process. **We will deal with it accordingly.**

Andy Gryske

## Exhibit 25

From: Cyrier, Mary <cyrierm@glisd.k12.wi.us>

Date: Wed, Jan 25, 2023 at 6:34 PM

Subject: Re: Process Superintendent Review

To: Lyke, Tim <lyket@glisd.k12.wi.us>

Cc: Gryske, Andy <gryskea@glisd.k12.wi.us>, Matt Bond <bondm@glisd.k12.wi.us>, Michelle Grimes <grimesmi@glisd.k12.wi.us>, Mike Pulice <pulicem@glisd.k12.wi.us>, Sue Sorenson <sorens@glisd.k12.wi.us>

For sure. Topic for the February meeting please.

Mary

On Wed, Jan 25, 2023 at 10:36 AM Lyke, Tim <lyket@glisd.k12.wi.us> wrote:

I'm happy to meet with you and anyone else, Mary, to identify possible assessment tools. But I only want to do so after receiving the board's blessing.

On Tue, Jan 24, 2023 at 5:01 PM Cyrier, Mary <cyrierm@glisd.k12.wi.us> wrote:

There are a few reasons a new review form and clear goals should be established in February with the most important being that the new review period starts in February - one could argue it started January 1 since we submitted our input in December. If we wait until April or May we are already losing 4-5 months of performance and that assumes we have goals and a form in May. This represents 33-40% of the entire review period. The longer it goes for approval the longer neither Gina nor the Board as evaluators know what we are evaluating and measuring. Also as I did, the new Board members would follow the established process and have input the following year.

I would agree that we need a follow up closed session to read the final review and goals. It appears given the schedule that can be done in February. We all need to know what was finalized and have the goals in mind as we consider performance going forward.

I completely understand that Donna's departure will be very challenging for the Administrative team and support of the Board. However, if Tim and I have the time (and anyone else who would like to help) then we can do the research and present forms and process options to the full board in February or March. This work does not need to be impacted by Donna's departure.

The only employee we are responsible for evaluating is the superintendent. This is a critical role of the entire Board. We owe Gina clear goals, solid feedback and a meaningful process.

Also, Andy I know the attorney suggested we all destroy any copies we have of the review with the concern that it could be accessed and I have done that with mine however, everyone should know that her review is subject to an open records request if that occurs.

Tim let me know when you have time to meet in the next few weeks. We won't put stress on the rest of the Board other than review when we have a proposal - unless again someone else wants to help.

Mary

On Tue, Jan 24, 2023 at 1:03 PM Lyke, Tim <lyket@glisd.k12.wi.us> wrote:

Andy, you would prefer that we wait to seat new board members who weren't here the past year and I would prefer to make Gina's review useful and helpful, particularly given that she is relatively new in her position.

I am not discussing the substance of Gina's review. I am simply asking for an additional closed session. Please don't be so dismissive now that you have two board members asking for this to at least be considered. Frankly, last night's meeting was rushed because you said you were anxious to get home to supper. Let's take our time and do this right.

Thanks for your consideration.