

THE BOSTON SCHOOL FOREST AND COUNCIL

The Boston School Forest (BSF) is owned and operated by the Stevens Point Area Public School District (“district”), and its operation is directed as other schools in the district.

Mission

The mission of the BSF is to provide students of the district educational opportunities that foster personal growth as well as awareness, knowledge, concepts, skills, and appreciation of the natural world.

Philosophy

The quality of life and quality of the environment are interrelated. Citizens must regard their environment as something to respect and protect. This attitude can be nurtured through direct experiences in an outdoor learning environment in which students develop an understanding of ecology and the role humans play in the dependence upon and protection of the environment.

Property and Program Description

The BSF consists of a forty-five acre wooded area, located at 23N Range 8E: Section 34, featuring 9 buildings (including 2 lodges, one of which is a classroom building), 5 cabins, a ski shack and caretaker’s residence. A trail system, obstacle course, high and low ropes courses, a small pond, and a 20 KW solar array create many learning opportunities for students of the district.

Learning Opportunities

Environmental education programs that are the most effective emphasize students’ involvement and interaction with the natural environment. The BSF is the living laboratory to study, learn and explore. The BSF curriculum provides students, classroom teachers, school forest staff, and volunteers with concepts, knowledge, skills, lessons, activities and background information on the environmental education topics studied in our living laboratory, the school forest.

RULE:

The Boston School Forest Council

1. The Boston School Forest Council (BSFC) serves in an advisory capacity to the Board of Education regarding the BSF. The BSFC nominates members annually in May and recommends the new membership for annual appointment by the Board of Education in June. It meets quarterly in September, November, February, and May to oversee the BSF and to review and make recommendations to the BSF

coordinator and supervising administrator. Additional meetings may be called when necessary to review or disseminate information and make recommendations. The BSFC advisory group also works in partnership with the district office, K-12 teachers, principals, school administration and any other groups dedicated to its mission, goals, and objectives.

- a. The BSFC's key role is to work with the BSF staff to:
 - 1) Assist in setting strategic priorities and guidelines for the BSF with the BSF coordinator and supervising administrator.
 - 2) Assess proposals to the BSFC from subcommittees requesting support for programs and initiatives at BSF.
 - 3) Provide advice on curriculum, programming, fundraising, facility repair or improvements to the school forest.
 - 4) Promote the BSF programming to educators in the school district and to the community.
 - 5) Assist in the identification and development of high quality environmental programs.
 - 6) Work in compliance with all school board policies.
2. The BSFC advises the BSF coordinator and supervising administrator on aspects of curriculum and programming, fundraising and grants, facility needs and other initiatives as appropriate.
3. The council reports annually to the Board of Education in September.
4. The annual budget for the BSF shall be developed by the BSF coordinator and supervising administrator, presented to the BSFC for consideration, and forwarded to the director of business services per district budgetary procedure for review and approval as part of the district budget development process.
5. Council Organization
 - a. Membership on the BSFC will include the following seventeen permanent positions:
 - 1) The BSF coordinator (1)
 - 2) The BSF supervising administrator (1)
 - 3) One teacher from each of the following: elementary; Ben Franklin and P. J. Jacobs junior high schools; and, SPASH (4)
 - 4) One principal from each of the following: elementary; secondary school (2)

- 5) One of the directors of elementary or secondary education (1)
 - 6) One student from each of the following: Ben Franklin and P. J. Jacobs junior high schools; and, SPASH (3)
 - 7) One representative from UWSP College of Natural Resources (1)
 - 8) One school board member (1)
 - 9) Two community members (2)
 - 10) One historian (1)
- b. Members may be added to the BSFC at any time so long as total membership does not exceed the number of original permanent positions.
 - c. There shall be no limit to the number of years council members may serve. However appointments are made annually in September. Members may leave the BSFC at any time by notifying the superintendent in writing. The superintendent in turn will notify the council of a vacancy.
 - d. A quorum shall consist of at least one more than half of the members.
 - e. Only members of the BSFC have voting privileges on all matters to come before the BSFC.
 - f. In the event a quorum does not exist, voting can proceed electronically. Actions will be confirmed at the following meeting.
6. Officers of the Boston School Forest Council
 - a. BSFC appoints officers for a one-year term annually in September.
 - b. The BSFC will have a chairperson and a secretary as officers of the council.
 - c. The chairperson shall be limited to three consecutive terms.
 - d. The BSF coordinator and the supervising administrator are prohibited from serving as an officer.
 7. Responsibilities of the Officers
 - a. Chairperson: The role of the chairperson is to:
 - 1) Convene and facilitate meetings of the BSFC.
 - 2) Coordinate activities of the BSFC and charge sub-committees with responsibilities.

3) Temporarily serve as secretary in case of a vacancy in that office.

b. Secretary: The role of the secretary is to:

- 1) Post meetings and agendas in accordance with Wisconsin's Open Meetings law.
- 2) Keep and maintain accurate minutes of all meetings of the BSFC.
- 3) Maintain records of all BSFC activities, events, and correspondence.
- 4) Assist in posting minutes on the district web site.
- 5) Temporarily serve as chairperson in case of a vacancy in that office.

8. Sub-Committees

a. The BSFC will annually establish standing sub-committees by direct appointment. These sub-committees are:

1) Fundraising and grants sub-committee:

a) Responsible for generating fundraising sources and seeking out grant opportunities.

2) Programming and curriculum sub-committee:

a) Responsible for reviewing programming and curriculum.

3) Grounds and special projects sub-committee:

a) Responsible for recommending facility improvements and assisting with special projects such as Eagle Scout projects on the BSF grounds.

4) Nominations sub-committee:

a) Responsible for reviewing and recommending nominations for the BSFC to the Board of Education.

b) The Nominations sub-committee will generate nominations for membership as needed. New members can be nominated by any current member of the BSFC. All nominations will be reviewed by the nominations sub-committee and brought forward to the BSFC.

b. It is preferred that the membership of any sub-committee include community volunteers that are not members of the BSFC.

c. Sub-committees will record minutes of meetings and distribute these minutes to

the BSFC. Sub-committee representatives will report on activities and present proposals for action at regular BSFC meetings. Any actions passed by sub-committees are brought to the BSFC for final discussion and approval by majority vote.

9. Business Practices of the Boston School Forest Council

- a. All actions of the BSFC will follow standard business practices and school board policies of the district.
- b. All council meetings will use Roberts Rules of Order (revised) in conducting the normal business of the committee. Votes on actions and proposals will be recorded in the minutes.
- c. Agenda items, proposals, and other action items must be submitted to the BSFC chair at least two weeks prior to scheduled BSFC meetings for inclusion on the agenda. The chair is to distribute meeting agendas at least 2 days prior to a scheduled BSFC meeting.

Forest Crop Sales, Donations, and Rentals

1. Donations in support of the Boston School Forest may be made to the Community Foundation of Central Wisconsin and/or directly to the school district.
 - a. Community Foundation of Central Wisconsin – Donations to the Boston School Forest Fund are tax deductible and support the endowment’s efforts to develop, maintain and support the activities of the Boston School Forest for the benefit of students of the Stevens Point Area Public Schools.
 - b. Stevens Point Area Public School District – Donations to the school district are tax deductible. General or unspecified donations to the Boston School Forest support the operation of the site as needed. Donations of larger amounts may establish specific purposes for use of the donated money and/or may prescribe that a certain amount of the principal donated be non-expendable.
 - i. Donations to the district for the Boston School Forest will be recorded in the district’s Special Revenue Trust Fund.
2. Rental income derived from usage of the Boston School Forest and/or its facilities will be recorded in the district’s Special Revenue Trust Fund to support the growth and maintenance of the Boston School Forest and its facilities.
3. All Boston School Forest crop proceeds will be recorded in the district’s Special Revenue Trust Fund in an expendable account the purpose of which is to support the growth and maintenance of the Boston School Forest and its facilities.

- a. Authority to harvest forest crop comes from school board action following the recommendation of the Boston School Forest Council subsequent to their consultation with the state forester.

Use of Facilities

Use of the Boston School Forest and its facilities by internal and external groups is subject to school board policies governing the use of district owned and operated facilities.

LEGAL REF: Wisconsin Statutes Wisconsin Administrative Code
 28.22

ADOPTED: March 23, 2009

REVISED: August 8, 2011
 November 14, 2011