

Bylaw

DUTIES

0171 **Officers**

0171.1 **President**

The President of the Board of Education shall:

- A. Act as chairperson at meetings of the Board and ensure that minutes of meetings are properly recorded, approved, and signed;
- B. Countersign all checks, share drafts, or other drafts for disbursement of District funds;
- C. Defend on behalf of the District, all actions brought against it;
- D. Prosecute, when authorized by an annual meeting of the Board, actions brought by the District and an action for the recovery of any forfeiture incurred under Chapters 115 to 121, Wis. Stats. in which the District has an interest; and
- E. Perform other duties appropriate to the office of the President under 120.15 Wis. Stats.

120.15, Wis. Stats.

0171.2 **Vice-President**

The Vice-President of the Board of Education shall act as chairperson of the school board meeting by:

- A. Presiding at meetings of the Board when the President is not able to attend;
- B. Performing other duties appropriate to the office of Vice-President as the Board determines;
- C. In case of a vacancy in the office of President, succeeding to the office of President for the balance of the unexpired term.

120.15(5), Wis. Stats.

0171.3 **Clerk**

The Clerk of the Board of Education shall:

- A. Act as clerk and record the proceedings of all meetings of the Board;

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- B. Enter the proceedings of the Board in proper records books;
- C. Be the chief election officer of the District with authority to report the name and post-office address of each Board member, within ten (10) days after his/her election or appointment, to the clerk and treasurer;
- D. Perform other duties as prescribed by law of the Board.

120.17, Wis. Stats.

0171.4

Treasurer

The Treasurer of the Board of Education shall:

- A. Apply for, receive, and sue for all money appropriated to or collected for the District and disburse the same in accordance with law;
- B. Present at the annual meeting a written statement of all money received and dispersed by the District in the preceding year;
- C. Perform other duties prescribed by statute or by the Board.

120.16, 66.042, Wis. Stats.

0172

Legal Counsel

The Board may employ or retain an attorney or attorneys to represent the School District or Board in actions brought for or against the District and to render other legal services for the welfare of the School District.

Authority to contact such counsel for legal advice or assistance on behalf of the District shall normally be that of the Board President and District Administrator unless otherwise specified by the Board.

0173

Independent Financial Auditor

The financial records and accounts of the District shall be audited annually by a certified public accountant in accordance with prescribed standards and legal requirements.

The independent auditor shall:

- A. Examine the balance sheet of the District at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;

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- B. Conduct such examination in accordance with generally-accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances;
- C. Render an opinion of the financial statements prepared at the close of the fiscal year;
- D. Make such recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable;
- E. Perform such other related services as may be requested by the Board.

120.14, Wis. Stats.

0174 **Reports**

0174.1 **Annual Report**

The Board of Education Clerk shall file with the Department of Public Instruction (publish) an annual school district report by September 1st in the format prescribed by the Department of Public Instruction as required by law.

0174.2 **School Performance Report**

The Board will also publish an annual school and School District performance report including all information prescribed by statute. By January 1st of each year, the Board shall notify the parents of each student enrolled in the District of the right to request a school and School District performance report. By May 1st, the Board shall distribute copies of the report to those who have requested the report including students enrolled to charter schools located in the District, that have requested the report.

The School and School District Performance Report will be posted on the District's website.

115.38, Wis. Stats.

0174.3 **Other Reports**

In addition, the Board shall publish other reports it deems necessary to keep the community and government authorities adequately informed about the operation of the District.

120.18, Wis. Stats.

15.38(1), Wis. Stats.

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0175 **Association Memberships**

The Board of Education may maintain membership in the Wisconsin Association of School Boards and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the District Administrator and Board find to be of benefit to members and District personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

0175.1 **School Board Conferences, Conventions, and Workshops**

The Board of Education recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County, State, and National workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.

The President of the Board will regularly receive a record of Board member attendance at conferences.