

# SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

## OFFICERS, AUXILIARY PERSONNEL OF THE DISTRICT

### BOARD OFFICERS

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**Election and Term of Office.** The School Board shall elect a President, Vice President, Clerk, and Treasurer from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth Monday in April. Voting for Board officers shall be done by secret ballot, roll call vote, signed ballot, or voice vote. The officers shall be elected in the following order: President, Vice-President, Treasurer and Clerk. Voting for any of the officers shall continue until a majority vote is received. Board officers shall serve for one-year terms, from one organizational meeting until the next provided that the officer remains a member of the Board.

**Vacancies in Board Officer Positions.** In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall appoint another Board member to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person elected to fill the vacancy shall serve until the next organizational meeting.

**Temporary Disability or Absence.** As noted below, the Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act. If any other Board officer is temporarily unable to discharge the duties of the office due to disability or absence, the Board may make a temporary appointment in a manner consistent with applicable state law.

**Removal of Board Officers.** Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of state law and upon advice of legal counsel regarding the appropriate procedures.

**Duties, Powers, and Limited Delegation.** Each Board officer is responsible for ensuring the performance of such duties as are assigned to the position by state law. Each officer shall also be responsible for the performance of any duties, and may exercise such discretionary powers, as the Board assigns to the officer.

To the extent consistent with applicable law, the Board authorizes the Board officers to delegate the actual performance of delegable duties to employees who work in the main administrative and business office of the District. The individual officer shall coordinate all such delegation of the performance of specific actions through the District Administrator. In the event the officer and the District Administrator are unable to resolve to their mutual satisfaction any concerns about such delegated actions, the officer or the District Administrator shall arrange for the Board to consider and attempt to resolve the concerns. Board officers should be aware that the delegation of the performance of a legal duty does not transfer all legal responsibility and liability to the delegee.

#### Duties of the President

1. Countersign all checks and other orders for disbursement of school district monies.
2. Defend on behalf of the school the district from all actions brought against the school district it and prosecute actions brought by the district.
- ~~3. Prosecute, when authorized by an annual meeting or the Board of Education, actions brought by the school district.~~
- ~~4. Prosecute an action for the recovery of any forfeiture incurred under this title in which the school district is interested. If the school district President has incurred the forfeiture, such action shall be prosecuted by the school treasurer.~~
5. Act as chair of Preside at all Board of Education meetings and see that minutes of the meetings are properly recorded, approved, and signed.

6. Act as temporary chair of the Annual District Meeting and Special District Meetings.
7. Serve as spokesperson for the Board.
8. Appoint standing Board committees and any other committees as determined necessary by the Board.
9. Vote on matters before the Board just as any other Board member.
10. Perform any other duties as required by law or assigned by the Board.

### Duties of the Vice President

In the absence of the President, the Vice President shall perform the duties and have the obligations of the President.

1. Carry out the duties and responsibilities of the President in his/her absence, including presiding at regular or special board meetings.
2. Perform such other duties as assigned by the Board.

### Duties of the Clerk

1. Act as Clerk and ensure that record the proceedings of the regular, annual, and special meetings are properly recorded and entered in the District's office records.
2. Carry out or assign school board election duties as required by law.
3. Administer the oath of office to newly elected and appointed Board members.
4. Be responsible for the filing of all official reports of the district and for the drawing, countersigning, and recording of all orders on the district treasury.
5. Serve as the official agent in correspondence for the Board of Education.
6. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
7. ~~All other responsibilities as specified under s.120.17~~ Perform such other duties as required by law or assigned by the Board.

### Duties of the Treasurer

1. ~~It shall be the responsibility of the Treasurer to supervise all receipts and deposits of all monies paid to the school district in the designated district depository; to record such deposits and to present a monthly Financial Report to the Board of Education.~~
2. Provide for the disbursement of District funds in accordance with state law.
3. Ensure that a monthly report is submitted to the Board reflecting the current balance in District funds and receipts for the preceding month.
4. Present to the annual meeting a written statement of all money received and disbursed by the treasurer during the preceding year.
5. ~~Countersign all orders for the disbursement of district funds.~~
6. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
7. Perform such duties as required by law ~~All other duties/responsibilities as specified under s.120.16~~ or assigned by the Board of Education.

### Members of the Board

All members of the Board shall have the right to offer resolutions, to discuss questions, and to vote thereon.

### LEGAL REFERENCE

#### Wisconsin Statutes

<a href="#">Section 17.13</a>	[removal of officers]
<a href="#">Section 19.88(2)</a>	[election of officers by secret ballot]
<a href="#">Section 120.05</a>	[election of board officers in common and union high school districts]
<a href="#">Section 120.06</a>	[partial list of clerk duties related to school board elections]

[Section 120.11\(2\)](#) [special board meeting – clerk duties]  
[Section 120.15](#) [partial list of board president duties]  
[Section 120.16](#) [partial list of board treasurer duties]  
[Section 120.17](#) [partial list of board clerk duties]  
[Section 120.43\(1\)](#) [election of board officers]

~~120.0 – Wisconsin State Statutes~~  
~~120.13(23) – Wisconsin State Statutes~~  
~~120.15.1 – Wisconsin State Statutes~~  
~~120.15.2 – Wisconsin State Statutes~~  
~~120.16 – Wisconsin State Statutes~~

~~**Adopted: February 9, 1987**~~

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