

BOARD OFFICERS

The Board of Education shall annually elect the following officers at the second regular meeting in April.

Duties of the Officers:

President: Serves as chairperson of all Board meetings and is responsible for seeing that minutes are properly recorded, approved, and signed; countersigning all orders for the disbursement of District moneys; defending the District from actions brought against it; and prosecuting actions brought by the District. (Perform other duties as required by law or assigned by the Board.)

Vice President: In the absence of the President, discharges the duties of the President. (Perform other duties as required by law or assigned by the Board.)

Clerk: Is responsible for recording of all proceedings of all Board meetings and entering them, together with copies of all reports to municipal clerks in the record book provided by the District; reporting the name and address of each officer to the Clerk and Treasurer of each municipality having territory within the School District; drawing orders upon the Treasurer and recording them in a suitable book; furnishing each teacher with a copy of the contract between him/her and the School Board; delivering on or before November 6 to the Clerk of each municipality having territory within the School District, a certified statement showing that proportion of the amount of taxes levied, and any loan to be assessed on that part of the School District lying within the municipality; notifying the proper postmaster of the name and location of schools and the proper disposition of mail addressed to it; and administering the oath of office to School Board members. (Perform other duties as required by law or assigned by the Board.)

Treasurer: Is responsible for applying for, receiving, and suing for all money appropriated to or collected for the School District and disbursing same after proper vouchers have been filed with the Clerk and certified for payment vial all money in designated public depositories; entering all money received and disbursed in his/her account books, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid; and furnishing certified copies of resolutions authorizing facsimile signatures to the respective designated public depositories. (Perform other duties as required by law or assigned by the Board.)

Secretary: Is responsible for keeping a full and accurate record of the Board proceedings, making certain that each member receives a copy as soon as practical after each meeting; filing and preserving the papers and documents of the Board in a manner convenient for reference at all times; recording the proceedings of executive sessions and filing them with the Clerk; and reading correspondence addressed to the Board at regular meetings disseminating copies of same. (Perform other duties as required by law or assigned by the Board.)

Legal References: Wisconsin State Statutes 120.15, 120.16, 120.17 and 120.44

Adoption Date: November 27, 1989