

## 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 actions brought by the District and an action for the recovery of any forfeiture incurred under Chapters 115 and 121 in which the District has an interest;
- E. perform other duties appropriate to the office of the President under 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.

0171.3 Clerk

The Clerk of the Board of Education shall cause these duties to be performed:

- A. act as clerk and record the proceedings of all meetings of the Board;
- B. enter the proceedings of the Board in proper record books;
- C. enter in the record book copies of all Clerk's reports sent to municipal clerks;
- D. draw and record orders on the Treasurer as directed by the Board;
- E. 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 the Board member's election or appointment, to the clerk and treasurer;
- F. perform other duties as prescribed by law or the Board.

0171.4 Treasurer

The Treasurer of the Board of Education shall cause these duties to be performed:

- 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. enter in the account books all money received and disbursed and specify the source of the funds and the person to whom funds were paid and the object of the payment;
- C. immediately upon receipt, deposit District funds in the District's name in a public depository designated by the Board;
- D. present at the budget hearing a written statement of all money received and dispersed by the District in the preceding year;
- E. perform other duties prescribed by statute or by the Board. 120.16, 66.042, Wis. Stats.

0172 Legal Counsel

The Board of Education shall annually appoint a law firm 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.

0173 Certified Public Accountant

The certified public accountant, appointed by the Board of Education, 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;
- 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 of Education 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.

0174 School District 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 School Performance Report is summarized on the School Report Card, which shall be posted on the District website with a link to more detailed data on the Wisconsin Department of Public Instruction's website.

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.

## 0175 Association Memberships

The Board of Education may maintain membership in the National School Boards Association and 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 Superintendent 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. Each Board member is expected to report back to the Board after attending a conference at District expense.

The Board shall pay any attendance fee and shall reimburse attending Board members for travel outside the District and for other necessary expenses associated with this travel in accordance with expense reimbursement rates and procedures for District staff members. The Board shall pay no expenses for the spouse of any Board Member.

Board members interested in attending shall make their requests known in a timely manner in accordance with the requirements stated below.

#### A. Representative to the WASB Delegate Assembly

Annually, the Board shall select one (1) of its members to represent the School Board at the WASB Delegate Assembly. Issues coming before the assembly shall be discussed in open session prior to the meeting.

#### B. Special Situations

Board members registered for a national conference during an election year who are not running for re-election and are not representing the District as a presenter or who resign their position prior to the conference:

1. shall seek a replacement registrant by offering the registration to another Board member;
2. shall cancel if possible, and pay for nonrefundable expenditures;
3. may attend the conference at personal expense.

C. National School Board Conventions, Out-of State Conferences or Workshops

Board members who desire to attend the National School Board Conference shall make their requests known at or prior to the regular January Board meeting. Should a Board member choose to attend an out-of-state conference or workshop, the request shall be approved by the Board at least thirty (30) days prior to the scheduled conference. The maximum amount to be designated to cover approved expenses for any Board member will be \$1,500, exclusive of the registration and tuition fees.

0175.2 Board Recognition

Board members exiting their positions shall be recognized in relation to their years of service as follows:

- Level I Award: In recognition for service for less than a full term of three (3) years the Board member will receive a plaque from the Board and a certificate from WASB.
- Level II Award: In recognition for service of three (3) years to less than nine (9) years the Board member will receive a plaque from the Board, a certificate from WASB, and a gift as determined by the Board President and the Superintendent.

Level III Award: In recognition for service for three (3) terms or more (nine (9) or more years) the Board member will receive a plaque from the Board, a certificate from WASB, a gift as determined by the Board President and the Superintendent, and a school bell.

The Board or designee shall annually recommend recipients and proposed awards.

The President's gavel shall be awarded to the exiting president at the end of the Board President's term of office.

The Wisconsin Association of School Boards, Inc. "Certificate of Commendation" will also be awarded to each exiting Board member.

Legal reference:

Sections 115.38(2), 120.13(16), 120.13(32), 120.14, 120.15, 120.16, 120.17, 120.18, 120.42, 120.43(2), 120.44, 120.44(2), 121.02(1)(o), 121.05 Wis. Stats.

No Child Left Behind Act of 2001

Cross reference:

Bylaw 0144.1 – Board Member Compensation and Expenses

Bylaw 0151 – Officers

Bylaw 0163 – Presiding Officer

Bylaw 0168 – Minutes

Revised 3/12/07; 8/24/09; 2/09/15; 3/17/15; 6/13/16

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us