

# Chetek-Weyerhaeuser Area School District

Adopted: 3-24-03

## Board of Education Policies

Revised: 6-21-04

Witnessed by Clerk: \_\_\_\_\_

### GP-5 Board Officers

The Board of Education shall meet not later than the first regular meeting in May of each year, for the purpose of reorganizing and electing a President, Vice-President, Clerk and Treasurer from their own number, all to serve for a one-year term. Responsibilities and duties of these officers are found in the Statutes of the State of Wisconsin and are delegated to the superintendent as appropriate.

#### **President:**

The President of the Board ensures the integrity of the Board's processes. Accordingly, the President has the following authority and duties:

1. Determine the date, time and locations of Board meetings.
2. Ensure that all meetings of the Board are properly noticed for the public. (Delegated)
3. Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legitimately imposed upon it from outside the organization.
  - a. Conduct and monitor Board meeting deliberations to ensure that only Board issues, as defined in Board policy, are discussed.
  - b. Ensure that Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly and to the point.
  - c. Preside and chair all Board meetings in accordance with law and with all the commonly accepted power of that position as described in Robert's Rules of Order subject to an appeal by any Board member.
4. Countersign all checks, share drafts or other drafts for disbursement of school district monies. (Delegated)
5. Sign all documents on behalf of the Board, except as otherwise delegated by the Board. (Delegated)
6. Make all interpretive decisions that fall within the topics covered by Board policies on Governance Process and Board/Superintendent Relationship, except where the Board specifically delegates such authority to others, using any reasonable interpretation of the provisions in those policies.
  - a. Refrain from making any interpretive decisions about policies created by the Board in the Results and Executive Limitations policy areas.
  - b. Refrain from exercising any authority as an individual to supervise or direct the superintendent.
7. Perform all statutorily required duties or those assigned by the Board. (Delegated)

#### **Vice President:**

The Vice President has the following authority and duties:

1. Assume the duties assigned to the President in the event of the latter's absence or inability to act.
2. Perform all statutorily required duties or those assigned by the Board. (Delegated)

**Clerk:**

The Clerk has the following authority and duties:

1. Ensure reporting of the names and addresses of Board officers to the clerk and treasurer of each municipality having territory within the school district within 10 days after the election or appointment of the officer. (Delegated)
2. Cause written notice to be given to each member of the Board for all Board meetings. (Delegated)
3. Ensure that the minutes of each Board meeting are kept and preserved. (Delegated)
4. Oversee the care and custody of the Board's record book and documents, entering into the record book the minutes of the Board's meetings, orders, resolutions and other proceedings. (Delegated)
5. See that all required reports are submitted to the municipal clerks. (Delegated)
6. Cause tax levy certifications to be prepared and filed. (Delegated)
7. Countersign all checks, share drafts or other drafts for disbursement of school district monies. (Delegated)
8. Attest to any written contract to which the district may be a party when the Board shall have authorized such contract. Assume the duties assigned to the President in the event of the absence or inability to act of the President and Vice President.
9. Perform all statutorily required duties or those assigned by the Board. (Delegated)
10. See that minutes of Board meetings are properly recorded, approved and signed.

**Treasurer:**

The Treasurer has the following authority & duties:

1. Apply for, receive and sue for all money appropriated to or collected for the school district and disburse the same in accordance with applicable law. (Delegated)
2. See that all monies paid to the school district are received and deposited promptly in the officially designated district depository. (Delegated)
3. Assure that a record of the receipt of said monies is properly kept. (Delegated)
4. Ensure that disbursements from the school district treasury are made upon the written order of the school district clerk after proper vouchers have been filed with the clerk. (Delegated)
5. Co-sign checks in payment of lawfully incurred and properly approved expenditures. (Delegated)
6. See that designated reports to the State are properly made. (Delegated)
7. Assume the duties assigned to the President in the event of the absence or inability to act of the President, Vice President and Clerk.
8. Perform all statutorily required duties or those assigned by the Board. (Delegated)

Monitoring Method: Board Self-Assessment

Monitoring Frequency: Annually in May