

District Policy & Regulations

BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

BYLAWS
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DUTIES

0171 **Officers**

0171.1 **Board Officers**

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 School Board, 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. or as prescribed by the Board._

120.05, 120.16, 120.17, 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 vacancy in the office of President, succeeding to the office of President for the balance of the unexpired term.

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120.05 (3) Wis. Statutes
120.15 (5)

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;
- 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 his/her election or appointment, to the municipal clerks and treasurers;
- F. perform other duties as prescribed by law or 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. 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 annual meeting 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.

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0171.5 Medical Advisor

Annually, the Board shall appoint a medical advisor. The medical advisor shall be a Columbus-based physician.

It shall be the duty of the medical advisor to act as a consultant to the Board regarding issues, policies, and procedures related to the District Health Education Program and Emergency Medical Services. In addition, the medical advisor shall serve on the Human Growth and Development Advisory Committee.

PI 8.01 (2) (g) Wis. Administrative Code

0172 Legal Counsel

The Board will appoint attorney(s) to perform desired legal services. The attorney(s) shall serve at the Board's pleasure and be compensated at a mutually agreeable rate.

It shall be the duty of the attorney(s) to advise the Board on specific legal problems submitted to him/her and to make such recommendations as s/he feels desirable.

The attorney(s) shall attend meetings of the Board when requested to do so by the President, or by the Superintendent acting on behalf of the Board.

120.10 (14), 120.13 (9m), 120.15 (2), (4) Wis. Statutes

0173 Independent Auditor

The Board of Education will annually select an independent auditor to perform duties as required according to Wis. Stats.

120.14 Wis. Stats.

0174 Reports

The Board of Education shall publish an annual report as required by law. In addition, the Board shall publish other reports it deems necessary to keep the community and governmental authorities adequately informed about the operation of the District.

120.18 Wis. Stats.

Cross Ref: 2700, Annual District Report

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0175.1 School Board Conferences, Conventions, and Workshops

The Board encourages its members to attend conferences, institutes, and conventions which provide training in boardmanship.

Following are examples of types of meetings authorized for attendance:

- A. National School Boards Association conventions. The priority for participation shall be given for those members most recently elected to the Board. Board members in the last year of their current term of office shall not be eligible to participate that year. (Not to exceed three (3) members per year.)
- B. Wisconsin Association of School Boards conventions.
- C. State institutes or conferences.
- D. Meetings of education associations.
- E. Field trips to examine buildings and/or courses of study outside the District.
- F. Meeting called for specific purposes within the scope of operation of the Board.

For such training experiences, Board members will be reimbursed for these expenses:

- A. Membership and registration fees, meals, lodging, gratuities, parking fees, taxi fares, and services.
- B. Mileage cost at the established rate per mile if private vehicle is driven, or else the cost of commercial fare.

120.10 (4), 120.13 (16), (32) Wis. Statutes

0176 School Board Legislative Program

The Board, as an agent of the State, must operate within the bounds of State and Federal law affecting public education. If the Board is to meet its responsibilities to the residents and students of the community, it must work for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end:

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- A. the Board will keep itself appraised of legislation which affects public education;
- B. when appropriate, the Board will work for the achievement of common legislative objectives through the Wisconsin Association of School Boards and the National Association of School Boards;
- C. the Board will take an active part in influencing legislation that affects public education.

Adopted: 06/09/98

Revised: 02/28/00, 03/25/02, 12/08/03, 02/07/07