

FILE: BCB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	January 17, 1991	FILE SECTOR:	BOARD GOVERNANCE
DATE REVISED:	May 15, 2003		& OPERATIONS
DATE REVISED:	January 28, 2010	POLICY TITLE:	BOARD OF EDUCATION
DATE REVISED:	December 14, 2015		OFFICERS
DATE REVISED:	November 29, 2021		

Officers

The officers of the Medford Area Public School District Board of Education (BOE) shall be: president, vice president, clerk and treasurer. The election of the above officers shall take place at the BOE organizational meeting. The term of office shall be for one year or until their successors are elected.

Duties of President

- Preside at all meetings of the BOE and shall have a vote on motions.
- Sign or cause their facsimile signature to be placed upon all orders by treasurer for claims approved by the BOE.
- Sign all contracts or agreements approved by the BOE which require the signature of the president.
- Appoint all special standing and temporary committees and may serve as ex officio member of all committees.
- Discuss with the district administrator whatever business may require attention to be brought before the BOE including the agenda.
- Perform all other duties incumbent on the office, as required by the BOE or State Statute.

Vice President - perform all duties of the president when acting in that capacity.

Duties of Clerk

- Preside at BOE meetings in the absence of the president and vice president.
- Ensure that an up-to-date record of all meetings of the BOE be kept in a Minute Book.
- Publish such proceedings of the BOE as determined by the BOE, consistent with the law.
- Be responsible, with the district administrator or their designee, for a detailed account of all business of the BOE and cause to prepare an Annual Report including receipts and expenditures.
- Sign or cause their signature to be placed on all orders, salaries and contracts approved by the BOE.
- Be responsible for all procedures outlined in the state election laws including reporting names of each board member to the clerk and treasurer of each municipality having territory within the school district within 10 days after the election or appointment of the member.
- Certify tax levies to each municipality in the district according to state law.
- Duplicate copies of all minutes of the BOE meetings made and ready for distribution to all BOE members at least two days before the next meeting.
- Perform other duties as required by the BOE and State Statutes.

Duties of Treasurer

- Ensure that detailed records be kept and shall supervise all financial transactions processed by the BOE, according to law. Upon receipt of district funds, they shall immediately cause such funds to be deposited in the depositories designated and approved by the BOE.
- Present to the Annual Meeting a written statement of all money received and disbursed by them during the preceding year.
- Ensure an audit is conducted on financial records.
- Perform other duties as required by the BOE or State Statutes.

If a board officer is unable to discharge their duties due to absence or disability, the board shall appoint another board member to discharge the officer's duties for the duration of the absence or disability.

CROSS REFERENCE: BHA & BHA-R

**LEGAL REFERENCE: Sections 66.0607, 120.05, 120.15, 120.16, 120.17, & 120.18
Wis. Stats.**