

# School Board Organizational Meetings and Roles of Board Officers



**By: Robert Butler**

*WASB Associate Executive Director*

*Staff Counsel*

[bbutler@wasb.org](mailto:bbutler@wasb.org)

1-877-705-4422 (phone)

1-608-512-1703 (direct phone)

1-608-257-8386 (fax)

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# Organizational Meeting



## ▶ When is it?

- Held on or within 30 days of the 4<sup>th</sup> Monday in April

## ▶ What does it do?

- **Primary Task:** Election of Officers
- May involve Administration/Filing of the oath of office (always have this done on or before the 4<sup>th</sup> Monday in April)
- May involve other annual tasks

# Organizational Meeting – Oath of Office

## ▶ Administration of oath

- On or prior to the fourth Monday in April, a school board member shall take and file the official oath.
- The school district clerk has authority to administer the oath of office.
- A notary public or other person with the authority to administer the oath may also administer the oath to members.

# Organizational Meeting – Oath of Office

## ► Administration of oath – Virtual?

- The oath most likely must be done in person (see pg. 8 and 9 of the following: [https://wasb.org/wp-content/uploads/2020/04/COVID19\\_SchBdElections\\_04-10-20.pdf](https://wasb.org/wp-content/uploads/2020/04/COVID19_SchBdElections_04-10-20.pdf))
- The oath must be on the prescribed written form.
  - The Elections Commission maintains an [official oath form \(EL-154\)](#).
  - If desired, the oath may be administered orally in addition to the written oath (e.g., during open session of a school board meeting), but such additional administration should be considered largely ceremonial. [Section 19.01](#).
- The oath doesn't have to take place at a board meeting, but it does have to be administered on or before the fourth Monday in April (April 27, 2020).

# Organizational Meeting – Taking Office

## ▶ Taking Office

School board members take office, provided they have taken and filed the official oath, on the fourth Monday in April. Sections [120.06\(4\)](#) and [120.42\(2\)](#).

It is the WASB's understanding that failing to take and file the oath of office by the statutory deadline creates a vacancy in the office (i.e., the person loses their seat on the school board).

▶ Please see [Section 17.03\(7\)](#)



# School Board Organizational Meetings – Other Business That Might Be on the Agenda

- board policy or practice might direct that a number of tasks will occur annually in conjunction with the board’s organizational meeting. **EXAMPLES:**
  - Determine/affirm the procedures that will be used to elect officers
  - Determine/affirm dates of the board’s regular monthly meetings
  - Determine/affirm the board’s committee structure
  - Appoint committee members
  - Appoint the board’s representative for determining the composition of the CESA board of control
  - Appoint the board’s representative(s) to any intergovernmental “joint committees”
  - Appoint the board’s WASB delegate

# Officers of 3-Member School Boards



- ▶ **Section 120.05 School board Officials.** (1) (b) In the case of a 3-member school board, the school district president, treasurer and clerk shall constitute the school board. At the first election of a 3-member school board, the clerk shall be elected for a one-year term, the treasurer for a 2-year term and the president for a 3-year term.

## **Election of Officers – Common or Union High School – More than 3 Members**

- If the board of a **common or union high school** district has more than three members, it shall annually elect the following:
  - President
  - Vice president
  - Treasurer
  - Clerk      (SECTION 120.05(1)(c))
  
- ▶ The election of officers shall occur on or within 30 days after the 4<sup>th</sup> Monday in April. (SECTION 120.05(1)(c))

# Election of Officers – Unified School District

- ▶ The school board of a **unified school district** shall elect a school district president, vice president, clerk, and treasurer from among its members, **and a school board secretary** who need not be a member of the school board.

[Section 120.43\(1\)](#)

- ▶ The election shall occur annually, on or within 30 days of the 4th Monday in April. [Section](#)

[120.43\(1\)](#)



# Electing Officers: Voting



- ▶ Where the number of votes cast constitutes a quorum, a majority of those votes is sufficient to elect an officer.
- ▶ Election of officers may be by secret ballot:

**Section 19.88 Ballots, votes and records. (1)** Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election or other decision of a governmental body **except the election of the officers of such body** in any meeting.





# Electing Officers: Voting



- ▶ **Virtual School Board Meeting Election of Officers:**
- ▶ Secret ballots are permitted, but not required by the statute.
- ▶ Some boards may have existing policies that specify that secret ballots shall be used, or that specify that the board will determine its method of voting for officers each year at the outset of the reorganization process.
- ▶ Generally, a school board may amend or suspend the application of any such policy if necessary, but it is important to know if the board has such a policy and what it currently says.





# Electing Officers: Voting



- ▶ **Virtual School Board Meeting Election of Officers:**
- ▶ **The next step is figuring out what the board wants to do. For example, a board could approve one of the following options:**
  - If the meeting at which the election of officers occurs will include the remote participation of board members, the board could decide (via a motion or policy adopted by the board) not to use secret ballots in the election of officers this year.
  - The board could decide to hold the election of officers at a meeting called by the board where remote participation by board members will not be permitted and secret ballots will be used (i.e., conduct a traditional in-person meeting to select officers).



# Electing Officers: Voting



- ▶ **Virtual School Board Meeting Election of Officers:**
- ▶ **The next step is figuring out what the board wants to do. For example, a board could approve one of the following options:**
  - The board could decide to authorize board members to participate in the election of officers either in person or remotely, such that individuals who are present in person may submit unsigned ballots, whereas remote participants would not have that option. However, the board would need to recognize that, in some scenarios under this process, some or all votes from an unsigned ballot may be able to be attributed to a specific board member by process of elimination.
  - A board could approve some other process for submitting votes for board officers that addresses both a desire for secrecy and the need to ensure that the vote was validly cast. A board may wish to have any such option reviewed by legal counsel prior to moving forward with it.



# Electing Officers: Voting



- ▶ **Virtual School Board Meeting Election of Officers:**
  
- ▶ **The next step is figuring out what the board wants to do. For example, a board could approve one of the following options:**
  - The first option listed is likely the path of least resistance for boards that wish to conduct the election of officers with the remote participation of board members. However, it is important to reiterate that
    - (1) boards are not required to use secret ballots for the election of board officers; and
    - (2) any board decisions about the procedures for electing officers this year need to be made by accounting for any existing policies or procedures that have been adopted by the board (including any newly-adopted policy about conducting virtual meetings).



# Electing Officers: Procedural Tips

- ▶ Most boards elect a president first.
- ▶ Have a process in place that permits nominations to be made and accepted, and that accounts for the possibility that multiple rounds of nominations and voting may be needed.
- ▶ When there are three or more nominees for an office, a board does not have to automatically “drop the nominee with the fewest votes” from all subsequent rounds of voting.
- ▶ Board members who are absent may be elected to an office, but cannot cast a vote via proxy.
- ▶ If possible, confirm that the individual who is elected accepts the office before going on to the next office.



# After the Organizational Meeting – Removal/Replacement of Officers

- ▶ Officers serve at the pleasure of the board.
- ▶ A school board could choose to elect different officers after the reorganization meeting, provided open meetings law requirements are met.
- ▶ [WASB Legal Comment May 1980](#)



# After the Organizational Meeting – Removal/Replacement of Officers

- ▶ The Wisconsin Attorney General has opined that when a school board annually "elects" its officers, in reality the school board members are exercising their power of appointment, thereby making the lesser standards for removal of appointive, as opposed to elective, officers applicable.
- ▶ [WASB Legal Comment May 1980](#)



# After the Organizational Meeting – Removal/Replacement of Officers

- ▶ Accordingly, a non-city school board officer who is elected by the school board to serve a one-year term apparently can be removed at pleasure during the term thereof by a majority vote of all the members of the school board.
- ▶ School boards should always undertake to exercise reasonable discretion when carrying out this apparent authority to summarily remove a board officer. However, a hearing into the reasons for the removal of the board member would not ordinarily have to be conducted by the board. Op. Atty. Gen. (July 10, 1979). Section 17.13 (I).
- ▶ [WASB Legal Comment May 1980](#)



# After the Organizational Meeting – Filling Officer Vacancies

- ▶ Board officer vacancies can occur if the officer resigns from the board or from the specific office.
- ▶ When an officer has also resigned from the board, the vacancy in the *officer role*:
  - is filled separately from the vacancy on the board (except on 3-member boards);
  - can be (and often is) filled sooner than the board seat.
- ▶ The meeting notice/agenda should assume that filling the known board officer vacancy could trigger other officer vacancies (e.g., the current treasurer becomes the president).



# Board Officers: Sources of Authority

- **Wisconsin statutes** outline the basic duties of school board officers. See, e.g., Section [120.15 - 120.17](#) (e.g., “School district president; duties”).  
NOTE: Many other statutes come into play other than just the ones cited above.
- **Board policy** can assign additional responsibilities and provide additional guidance to the board’s officers, but policy cannot conflict with the statutes (i.e., district policy cannot be used to “opt out” of mandatory legal duties).

# Delegation of Officer Duties to a Non-School board Member

## ▶ General Rule:

Officers may not delegate discretionary duties of their office to non-board members except as otherwise expressly provided by law.

Officers may delegate ministerial and administrative duties to non-board members (e.g., the clerk may delegate the duty of receiving declarations of candidacy and other election documents to the school district administrator).

A number of officer duties would likely be deemed “ministerial” or “administrative,” but there is no clear line that can be relied upon.

## ▶ Delegation of Actual Responsibility Does Not Necessarily Transfer Legal Responsibility

# Officers Unable to Perform Duties

**120.05 School board officials. (3)** If the school district president, vice president, treasurer or clerk of any school board is unable to discharge the duties of the office due to disability or absence, the school board may appoint a person to discharge the duties of such person until the disability or absence no longer exists. In the case of a 3-member school board, the appointee shall be an elector of the school district.



# Officers Unable to Perform Duties

- ▶ **120.05 School board officials. (3) (continued)** In the case of a larger school board the appointee for the president shall be the vice president and the appointee for the other officers shall be another school board member. The school board shall determine the compensation of such appointees. A person acting as school district clerk or school district treasurer shall have the powers of a deputy and shall take and file an official bond covering the person's acts unless the bond of such officer includes a bond for the officer's deputy.



# President's Statutory Duties

- Acts as chairperson of school board meetings.
  - SECTION 120.15(5)
- Board policies may affect the powers and role of the board president in connection with serving as the chair of school board meetings (e.g., policies which adopt Robert's Rules of Order™, create public comment periods, or create procedures for determining meeting agendas).

# President's Statutory Duties

- One statutory duty related to acting as the chairperson of school board meetings is the duty to see that minutes of the meetings are properly recorded, approved and signed. Section [120.15\(5\)](#)



# President's Statutory Duties

- ▶ **Notice of Meetings:** The Wisconsin Open Meetings Law, in [Section 19.84\(1\)\(b\)](#), expressly assigns the chief presiding officer (or his/her designee) of each governmental body the duty of issuing appropriate notice of all meetings of the body to the public and to the media.
  - For committees, board policy can identify the presiding officer of the committee and identify a designee who will be responsible for “posting” the committee’s meeting notices.
  - Notwithstanding that the presiding officer (or a designee) has legal responsibility for issuing appropriate notice of a meeting, all members of the governmental body have individual responsibility for complying with the Open Meetings Law. Accordingly, all members of a governmental body should carefully review the meeting notice that was issued.

# President's Statutory Duties

- ▶ **Convening in Closed Session.** [Section 19.85\(1\)](#) of the Open Meetings Law requires the presiding officer of any governmental body, in connection with the making of a motion to convene in closed session, to announce to those present at the meeting the nature of the business to be considered in the closed session and the statutory exemption(s) claimed as authority for the closed session. Such announcement shall become part of the record of the meeting.

# President's Statutory Duties: Special Meetings (Caution!)

- In a **unified** school district, the school board shall meet at least once each month **and at other times upon the call of the school district president** or upon the filing of a request with the school district clerk signed by a majority of the school board members.
  - [SECTION 120.43\(2\)](#)
- In **common and union high school** school districts, the process for calling a “special meeting” starts with any board member filing a request for a special meeting with the clerk, or with the president in the clerk's absence.
  - [SECTION 120.11\(2\)](#)



# President's Statutory Duties

- Defends on behalf of the school district all actions brought against the school district. Section [120.15\(2\)](#).
- Prosecutes, when authorized by an annual meeting or the school board, actions brought by the school district. Section [120.15\(3\)](#).
- Prosecutes an action for the recovery of any forfeiture incurred under chapters 115 to 121 in which the school district is interested. Section [120.15\(4\)](#).

# President's Statutory Duties

- All disbursements must be signed by the treasurer and clerk, and countersigned by the president. If the board so desires, it may authorize the use of facsimile signatures in accordance with Section 66.0607(3) of the Wisconsin statutes. Section 120.16(2).

# President's Statutory Duties

- ▶ [Section 66.1105\(4m\)](#) of the state statutes provides that the board president shall serve as the representative of the school district, as a taxing jurisdiction, to the joint review board for a municipal tax incremental district (TID).
- ▶ However, the board president may instead appoint a designee to represent the school district on the joint review board. If the school board president appoints a designee, the president shall give preference to the school district's finance director or another person with knowledge of local government finances.

# President's Statutory Duties

- ▶ **License Revocation Reporting** for the District Administrator:
  - The board president also has a specific duty under Section 115.31(1)(a) of the state statutes to report when:
    - (1) the district administrator is dismissed or his/her contract is nonrenewed by the district based in part on evidence that the district administrator engaged in immoral conduct, or
    - (2) the district administrator resigns and the board president has a reasonable suspicion that the resignation relates to the district administrator having engaged in immoral conduct.

# President's Other Duties

- ▶ **Votes** on matters that come before the board.
  - Although the president and all other board members generally have the legal right to abstain from voting on a motion or resolution, board members arguably have an ethical duty, as elected officials, to provide their “active service.”
  - This would include voting on most matters where the board member does not have a conflict of interest.

# President's Other Duties

- **Board Policy Could Call Upon the President to:**
  - Help prepare meeting agendas. (This duty often is undertaken in conjunction with the district administrator.)
  - Initiate long-term planning initiatives.
  - Appoint members to various committees.
  - Act as a media spokesperson for the board/district.
  - Preside at ceremonial functions (such as the graduation ceremony).
  - In a common or union high school district, call the annual meeting of electors to order.

# President's Other Duties – Subject to Board Policy (more examples)

- ▶ Relating to the **annual evaluation** of the district administrator, the board president may be directed to receive individual evaluation forms from other board members.
- ▶ Policy may assign the board president a role in acting as an official legal custodian of the **public records** of the district.

# President's Other Duties – Subject to Board Policy (more examples)

- ▶ Policy may assign the president the duty to direct the “**public comment**” portion of board meetings, if any.
  - Recognizes the speakers.
  - May briefly respond to questions posed by speakers (or refer questions to others).
  - Grant authority to terminate the remarks of any individual who does not adhere to the rules established in board policy.

# Vice President's Statutory Duties

- ▶ In the absence of the president, acts as chairperson of school board meetings. Section [120.15\(5\)](#)
- ▶ In the absence or disability of the president, discharges all the president's other duties until the disability or absence no longer exists. Section [120.05\(3\)](#)
- ▶ The above statutes do not mean that the vice president necessarily fills a *vacancy* in the presidency.

# Vice President's Other Duties

- ▶ **Votes** on matters that come before the board.



- ▶ Performs other responsibilities as the board directs.



# Clerk's Statutory Duties

- ▶ Files a verified annual school district report with the Department of Public Instruction no later than September 1. (Additional duties are specified in connection with the annual report.) Section [120.18\(1\)](#) and Section [121.05\(1\)](#); see *also* Section [121.14\(2\)\(b\)](#) and Section [121.58\(4\)](#) regarding summer school reports/aid
- ▶ Annually by September 15, files a financial audit statement with the state superintendent. Section [120.14](#)

# Clerk's Statutory Duties: Elections

- ▶ Publish elections notices (including those related to referendums)
- ▶ Serves as the filing officer for candidates, committees, and groups involved in school-related elections
- ▶ Certifies candidates (ballot eligibility)
- ▶ Manages campaign finance reporting
- ▶ Performs board of canvassers functions
- ▶ Issues "Certificates of Election"

See generally the [WASB Elections Schedule](#) (published annually) and WASB's [School Board Elections Considerations Related to COVID-19](#).

Relevant statutes include [120.06](#); [120.17\(10\)](#) and chs. 5 through 11

# Clerk's Statutory Duties: Elections

- ▶ **Oath of Office:** May administer the oath of office to school board members. See [SECTION 120.17\(10\)](#).
  - Please note that others (e.g., judges, notaries public) also have authority to administer the oath. [SECTION 887.01\(1\)-\(2\)](#).
- ▶ **Reports the name and post office address** of each **officer** of the school district, within 10 days after the election or appointment of the officer, to the clerk and treasurer of each municipality having territory within the school district. [SECTION 120.17\(1\)](#).



# Clerk's Statutory Duties: Board Meetings

- ▶ **Record the minutes** of school board meetings.
  - [SECTION 120.11\(1\).](#)

# Clerk's Statutory Duties: Special School Board Meetings

- ▶ **In common and union high school districts:**
- ▶ **(a)** The school board shall hold a special school board meeting upon the written request of a school board member filed with the school district clerk or, in the school district clerk's absence, the school district president. The school district clerk or, in the school district clerk's absence, the president shall fix a reasonable date, time, and place for the meeting.
- ▶ Except as provided under pars. [\(b\)](#) and [\(c\)](#), the school district clerk or, in the school district clerk's absence, the president shall notify each school board member of the date, time, and place of the meeting at least 24 hours before the meeting. Except as provided under pars. [\(b\)](#) and [\(c\)](#), the school district clerk or, in the school district clerk's absence, the president shall give the notice to each school board member in a manner likely to give the school board member notice of the meeting.
- ▶ [SECTION 120.11\(2\).](#)

# Clerk's Statutory Duties: Special School Board Meetings

- ▶ In **common and union high school districts:**
- ▶ **(b)** If the school district clerk or, in the school district clerk's absence, the school district president determines that providing notice at least 24 hours before a special school board meeting under par. [\(a\)](#) is, for good cause shown by the school district clerk or president, impossible or impractical, the school district clerk or president may notify each school board member of the date, time, and place of the meeting less than 24 hours, but not less than 2 hours, before the meeting.
- ▶ **(c)** The school board may hold a special school board meeting under par. [\(a\)](#) without prior notice if all school board members are present and consent or if every school board member consents in writing even though the school board member does not attend.
- ▶ [SECTION 120.11\(2\)](#).

# Clerk's Statutory Duties: Special School Board Meetings

- ▶ In **unified school districts**, the school board shall meet at least once each month and at other times:
  - upon the call of the school district president, or
  - upon the filing of a request **with the school district clerk** signed by a majority of the school board members
  - [SECTION 120.43\(2\).](#)

# Clerk's Statutory Duties:

## Annual Meetings

- ▶ In **common and union high school districts**, the clerk records the proceedings of the annual meeting (and any special meetings) of the school district electors. SECTION [120.17\(2\)](#); see *also* Section [120.11\(3\)](#).
- ▶ The statutes that govern annual and special school district meetings provide that the clerk is to publish legal notice of the meetings, receive petitions for and call special district meetings, and receive and process petitions for consideration of special subjects. Section [120.08](#) and Section [120.09](#)

# Clerk's Statutory Duties

- ▶ Enters minutes, orders, resolutions, and other proceedings in the board's record book. [WIS. STAT. § 120.17\(3\)](#).
- ▶ Enters in the record book copies of the clerk's reports to the municipal clerks and the certificate of the proceedings of a meeting returned by a temporary school district clerk. [WIS. STAT. § 120.17\(4\)](#).

# Clerk's Statutory Duties: Publication of Some Legal Notices

- ▶ Although the responsibility is often delegated to someone in the district office, various statutes provide that the clerk is to publish certain legal notices. Examples include:
  - Legal notice of a borrowing resolution adopted by the board ([§67.12\(12\)\(e\)2.](#))



# Clerk's Statutory Duties: Issuing of Other Notices/Documents

- ▶ Although the responsibility is often delegated to someone in the district office, statutes provide that the clerk is to issue various formal notices and other documents. For example:
  - Notification to the school board of a school board vacancy ([§17.17](#))
  - Issuing notices related to school district reorganization ([Ch. 117](#))
  - Filing of referendum questions with municipal clerks ([§8.37](#))
  - Certifying referendum results to DPI (e.g., [§121.91\(3\)\(a\)](#))
  - Furnish copies of individual teacher contracts to teachers ([§120.17\(7\)](#))
  - Mail copies of expulsion orders to the pupil and his/her parents ([§120.13\(1\)\(c\)](#))
  - Provide copies of pupil progress records to a court ([§118.125\(2\)\(c\)1.](#))

# Clerk's Statutory Duties: Receipt of Petitions

- ▶ Although the responsibility is often delegated to someone in the district office, statutes provide that various petitions shall be filed with the school district clerk. For example:
  - Petitions to change the number, apportionment or election of school board members ([§120.02](#))
  - Petitions seeking a referendum on school district borrowing ([§67.12\(12\)\(e\)2.](#))
  - Petitions seeking reorganization of a school district, including detachment of territory from the school district ([Ch. 117](#); see *also* §117.05(8))
  - Petitions to establish a charter school ([§118.40](#))



# Clerk's Statutory Duties: Receipt of Notices

- ▶ Although the responsibility is often delegated to someone in the district office, statutes provide that various notices with legal significance shall be filed with the school district clerk. For example:
  - Receipt of the certified report of the value of property in the school district ([§121.06](#))
  - Receipt of notification of state aid being withheld ([§121.15\(2\)\(c\)](#))
  - Notices of claim under [§893.80](#) (the board president may also be served)

*Note: A clerk may have a “notice of claim” and/or other formal court documents related to litigation served upon him/her personally (sometimes at his/her residence).*

# Clerk's Statutory Duties

- ▶ Notifies the **postmaster** of the following:
  - Name of any new school and the names of persons to whom the mail for the school may be delivered.
  - Dates of school vacations and the disposition of the mail during those periods. [WIS. STAT. § 120.17\(9\)](#).

# Clerk's Statutory Duties

- ▶ Receives payment vouchers filed with the district. [WIS. STAT. § 120.16\(2\)](#).
- ▶ Draws orders on the school district treasurer as directed as directed by an annual or special district meeting or by the school board and records all orders drawn on the school district treasurer. [WIS. STAT. § 120.17\(5\)](#).

# Clerk's Statutory Duties

- ▶ Signs checks and other disbursements from the school district's accounts.
  - **Disbursements:** All disbursements must be signed by the treasurer and clerk, and countersigned by the president (unless the board has directed another board member to countersign).
  - **Facsimile Signatures:** The board may authorize the use of facsimile signatures. [Wis. STAT. § 120.16\(2\)](#) and [Wis. STAT. § 66.0607](#)

# Clerk's Statutory Duties

- ▶ **Certification of the tax levy.** Annually on or before November 10, delivers to the clerk of each municipality having territory within the school district a certified statement showing that proportion of the amount of taxes voted and not before reported, and that proportion of the amount of tax to be collected in such year, if any, for the annual payment of any loan to be assessed on that part of the school district territory lying within the municipality. Such proportion shall be determined from the full values certified to the school district clerk under [s. 121.06 \(2\)](#). [WIS. STAT. § 120.17\(8\)\(a\)](#). See also [§120.12\(3\)](#)

# Clerk's Statutory Duties

- ▶ Notifies the supervisor of **equalization** if the **equalized valuation** of that part of a municipality lying within a school district is reduced due to the removal of property from the tax roll because the imposition of the property tax on that property is found unconstitutional.  
[WIS. STAT. § 120.17\(8\)\(bm\).](#)

# Clerk's Statutory Duties

- ▶ Prepares a statement based on the **equalized valuation** of the affected school districts if there is an order of school district reorganization under chapter 117. [WIS. STAT. § 120.17\(8\)\(c\).](#)

# Clerk's Other Duties

- ▶ **Votes** on matters that come before the board.



# Clerk's Other Duties – Subject to Board Policy

- ▶ Performs other responsibilities as the board directs.
- ▶ **EXAMPLE:** Provide new board member(s) with copies of policies, procedures, handbooks, and/or other materials.

# Treasurer's Statutory Duties

- ▶ Applies for, receives, and sues for all money appropriated to or collected for the school district and disburses the same in accordance with [section 66.0607](#) and [section 120.16\(2\)](#) of the Wisconsin statutes.

*“Disbursements from the school district treasury shall be made by the school district treasurer upon the written order of the school district clerk after proper vouchers have been filed with the school district clerk. Such disbursements shall be by order check, share draft or other draft and no order check, share draft or other draft is valid nor may it be released to the payee unless signed by the school district clerk and school district treasurer and countersigned by the school district president.”*

# Treasurer's Statutory Duties

- ▶ Enters in the treasurer's account books all money received and disbursed by the treasurer, specifying the source from which it was received, the person to whom it was paid, and the object for which it was paid. [WIS. STAT. § 120.16\(3\).](#)

# Treasurer's Statutory Duties

- ▶ Immediately upon receipt, deposits the funds of the school district in the name of the school district in a public depository account designated by the school board under [section 120.12\(7\)](#).  
[WIS. STAT. § 120.16\(5\)](#).
- ▶ Ensures district monies are maintained in segregated funds to the extent required by law or by the DPI accounting requirements. [WIS. STAT. § 120.10\(10\) and \(10m\)](#). See also [§ 115.28\(13\)](#)

# Treasurer's Statutory Duties

- ▶ Withdraws funds of the school district deposited in savings or time deposits by written transfer order. WIS. STAT. § 120.16(6) and § 66.0607
- ▶ Presents to the annual meeting a written statement of all money received and disbursed by the treasurer during the preceding year. WIS. STAT. § 120.16(4). See also § 120.11(3)

# Duties of a School Board Secretary (Unified School Districts only)

- ▶ Although state law requires unified school districts to annually elect a board secretary (who need not be a board member), the statutes assign no duties to this office.
- ▶ Performs responsibilities as the board directs.

EXAMPLE: If the individual is a district employee, the board might delegate some of the other officers' duties to the secretary.

# Presenter Bio

Bob Butler has been a WASB staff counsel since 1990. He is also, along with attorney Barry Forbes, the Association's co-associate executive director. Bob directly represents more than 40 school districts in Wisconsin on employment, human resources and school law matters. Bob also provides membership services, including general legal information, to all school districts that are members of WASB.

He graduated from the University of Wisconsin Law School and received his undergraduate degree in industrial and labor relations from Cornell University. Bob can be contacted at:

[bbutler@wasb.org](mailto:bbutler@wasb.org)

1-877-705-4422 (phone)

1-608-512-1703 (direct phone)

1-608-257-8386 (fax)

