

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0000/page 1 of 3

0000	<b>BYLAWS</b>
0100	<b>Definitions</b>
0110	<b>Official Description</b>
0111	Name
0112	Purpose
0113	Boundaries
0114	Classification
0115	Address
0117	Mission & Vision
0120	<b>Powers and Philosophy</b>
0121	Authority
0122	Board Powers
0123	Philosophy of the Board
0130	<b>Functions</b>
0131	Legislative
0131.1	Bylaws and Policies
0132	Executive
0132.1	Selection of Superintendent
0132.2	Administrative Guidelines
0140	<b>Membership</b>
0141	Number
0142	Election/Appointment
0142.1	Electoral Process
0142.2	Qualifications
0142.3	Term
0142.4	Oath
0142.5	Vacancies
0142.6	Recall
0142.7	Orientation
0143	Authority of Members
0143.1	Public Expression of Board Members

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0000/page 2 of 3

	0144	Operations
	0144.1	Compensation
	0144.2	Board Member Ethics
	0144.3	Conflict of Interest
	0144.4	Indemnification
	0145	Sexual and Other Forms of Harassment
0150	<b>Organization</b>	
	0151	Annual School District Meeting
	0151.1	Annual Board Reorganization Meeting
	0152	Officers
	0155	Committees
0160	<b>Meetings</b>	
	0161	Parliamentary Authority
	0162	Quorum (182)
	0163	Presiding Officer
	0164	Call
	0164.1	Regular Meetings
	0164.2	Special Meetings
	0165	Notice
	0165.1	Regular Meetings
	0165.2	Change of Regular Meetings
	0165.3	Special Meetings
	0166	Agenda
	0166.1	Consent Agenda
	0167	Conduct
	0167.1	Voting
	0167.2	Closed Session
	0167.3	Public Participation at Board Meetings
	0167.5	Use of Electronic Mail
	0167.6	E-mail – Public Records
	0167.7	Use of Personal Communication Devices
	0168	Minutes (184)
	0168.1	Open Meeting

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0000/page 3 of 3

0170	<b>Duties</b>	
	0171	Officers
	0171.1	President
	0171.2	Vice-President
	0171.3	Clerk
	0171.4	Treasurer
	0172	Legal Counsel
	0173	Independent Auditor
	0174	Reports
	0174.1	Annual Report
	0174.2	School Performance Report
	0174.3	Other Reports
	0175	Association Memberships
	0175.1	School Board Conferences, Conventions, and Workshops

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0100/page 1 of 5

## DEFINITIONS

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

### **Administrative Guideline**

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

### **Agreement**

A collectively negotiated contract with a recognized bargaining unit.

### **Board**

The Board of Education also commonly referred to as the School Board.

### **Bylaw**

Rule of the Board for its own governance (0000 series).

### **Clerk**

The chief clerk of the Board of Education. (See Bylaw 0170)

### **District**

The School District.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0100/page 2 of 5

## **Due Process**

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

## **Full Board**

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

## **May**

This word is used when an action by the Board or its designee is permitted but not required.

## **Medical Advisor**

Arrangements shall be made with a licensed physician to serve as medical advisor for the emergency nursing service provided by the Board, in accordance with PI 8 (2)(g)3.

## **Meeting**

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. Wis. Stat. 19.82(2).

## **Parent**

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0100/page 3 of 5

## **Policy**

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations. The policies and regulations shall provide the structure essential to the management of the school and the development of an optimum teaching-learning environment.

## **President**

The chief executive officer of the Board of Education.  
(See Bylaw 0170)

## **Principal**

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.

## **Professional Staff Member**

District employees that are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees that are responsible for oversight or supervision of a component or components of the District's operation, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the Superintendent.

## **Relative**

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household.

## **Shall**

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0100/page 4 of 5

## **Student**

A person who is officially enrolled in a school or program of the District.

## **Superintendent**

The chief executive officer of the School District is sometimes referred to as the District Administrator. In policy, the term Superintendent allows delegation of responsibilities to appropriate staff members.

## **Support Staff**

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals.

## **Treasurer**

The chief financial officer of the District. (See Bylaw 0170)

## **Vice-President**

The Vice-President of the Board of Education. (See Bylaw 0170)

## **Voting**

A vote at a meeting of the Board of Education. Board members must be present, either physically or visible by remote access in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0100/page 5 of 5

© NEOLA 2016



# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0110/page 1 of 1

## OFFICIAL DESCRIPTION

0111      **Name**

The Board of Education of this District shall be known officially as the Monona Grove School District Board of Education.

0112      **Purpose**

The Board of Education exists for the purpose of providing a system of free, public education for children in grades Pre-K-12.

0113      **Boundaries**

The Monona Grove School District is comprised of the City of Monona and the Village of Cottage Grove in their entirety and portions of the City of Madison and Townships of Blooming Grove, Cottage Grove and Sun Prairie.

0114      **Classification**

The Monona Grove School District shall be classified as a common school district.

0115      **Address**

The official address of the Monona Grove School District and Board of Education shall be 5301 Monona Drive, Monona, WI 53716.

0117      **Mission & Vision**

The mission and vision statements reflect the purpose of the organization. The mission and vision statements will serve as a catalyst for change to which the stakeholders can refer when making decisions for the future.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0120/page 1 of 2

## POWERS AND PHILOSOPHY

### 0121 **Authority**

The supervision of this District shall be conducted by the Board of Education, hereinafter sometimes referred to as the "Board", which is constituted and is governed by the laws of the State of Wisconsin.

Within this legal framework, the Board has the authority to develop policies, rules, and regulations necessary to effectively carry out the legislative and constitutional interest.

Chapters 118.001 and 120, Wis. Stats.

### 0122 **Board Powers**

The power of this Board of Education extends to those matters expressly or implicitly granted by constitution, statute, local charter or ordinance, or other law, including the power to do all things reasonable to promote the cause of education.

120.13, Wis. Stats.

The Board shall also authorize the development and promulgation of rules and guidelines by the Superintendent for the proper operation and management of the District, including the conduct of students while in school or enroute on school buses.

### 0123 **Philosophy of the Board**

A Board of Education is a legal entity for providing a system of public education within a geographic area of the State of Wisconsin. The system was created by, and is governed by, State statutes. Members of a Board are chosen by citizens to represent them and the State in the governance of the local schools.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0120/page 2 of 2

The Board has the dual responsibility for implementing statutory requirements pertaining to public education. It is understood that when the voters elect delegates to represent them, they, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

- A. Maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the School District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body.
- B. Establish policies and make decisions on the basis of declared educational philosophy and goals.
- C. Act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that while the Constitutional responsibility for public education rests with the State, the Board has been delegated specific authority through statute and shall act to fulfill that responsibility as an effective representative body, serving the students, parents, and public in a responsible manner.

Wis. Stats. 118.001, 118.01, 121.02(1)

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0130/page 1 of 2

## FUNCTIONS

### 0131 **Legislative**

#### 0131.1 **Bylaws and Policies**

The Board of Education shall adopt bylaws and policies for the organization and operation of this District. Such policies are to include those needed to meet the requirements and standards set forth in Wisconsin Statutes.

Bylaws and policies, excluding those dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority, may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting.

The Board may, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

The Superintendent is authorized to review and make technical non-substantive corrections to policies that have already been adopted through normal policy adoption procedures. The Superintendent shall inform the Board of any such changes at the next regular Board meeting.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0130/page 2 of 2

0132            **Executive**

0132.1        **Selection of Superintendent**

The Board of Education shall exercise its executive power in part by the appointment of a Superintendent who shall enforce the statutes of the State of Wisconsin, rules of the Department of Public Instruction, and the policies of this Board. (118.24, Wis. Stats.)

0132.2        **Administrative Guidelines**

The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed procedures under which the school will be operated. These detailed procedures shall constitute the administrative guidelines and rules governing the schools, consistent with statutes or regulations of the Department of Public Instruction or the policies of this Board. (See Policy 1230.01)

Administrative guidelines shall be binding on the employees and the students of this District.

In the absence of Board policy, the Superintendent has the authority to take necessary action. Such action shall be reported to the Board at the next meeting following such action.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0140/page 1 of 11

## MEMBERSHIP

0141            **Number**

The Board of Education shall consist of seven (7) members.

0142            **Election/Appointment**

0142.1        **Electoral Process**

Members of the Board shall be elected at-large annually at the spring election on the first Tuesday in April in a manner that is consistent with State law. Terms shall be staggered so that two (2) or three (3) members are elected each year.

120.06 (1), 10.68 (5)(2b), Wis. Stats.

**Declaration of Candidacy**

If an incumbent fails to file a Declaration of Candidacy and nomination papers by the 5:00 P.M. deadline on the first Tuesday in January, candidates may file a declaration of candidacy and nomination papers within seventy-two (72) hours of the Tuesday deadline.

**Declaration of Non-Candidacy**

If an incumbent files a Declaration of Non-Candidacy no later than 5:00 P.M. on the 2nd Friday preceding the Tuesday deadline, there is no extension of the Tuesday deadline.

When the first Tuesday in January is a holiday the deadline becomes 5:00 P.M. the next day.

120.06 (6)(b), Wis. Stats.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0140/page 2 of 11

0142.2      **Qualifications**

A school elector in the School District is eligible to be a Board member.

120.06(2), Wis. Stats.

0142.3      **Term**

The term of each Board member shall be three (3) years commencing on the 4th Monday in April and shall continue until a successor is elected and qualified or until a vacancy occurs.

120.06(4), Wis. Stats.

0142.4      **Oath**

Each newly-elected Board member shall file the oath of office with the Clerk by the fourth Monday in April.

120.06 (10), Wis. Stats.

0142.5      **Vacancies**

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being found mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's removal from office
- D. the incumbent's conviction of a felony or imprisonment for one (1) or more years
- E. the incumbent's election or appointment being declared void by a competent tribunal

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0140/page 3 of 11

- F. the incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required
- G. the incumbent's ceasing to possess the legal qualifications for holding office
- H. the incumbent moving his/her residence out of the District
- I. the incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of his/her intent to return to his/her unexpired term

A vacancy shall be filled by the remaining members of the Board in accordance with 17.26.

17.03 et seq., Wis. Stats.

## **Filling a Board Vacancy**

Vacancies in a school board shall be filled as follow 17.26(1) by appointment by the remaining members. Each appointee shall hold office until a successor is elected and takes office under s. 120.06(4) or 120.42(2). When a vacancy occurs in the office of a Board member who is in the last year of his or her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a Board member who is not in the last year of his or her term, the successor shall be elected at the next spring election. When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a Board member who is not in the last year of his or her term, the successor shall be elected at the 2nd following spring election.

- A. The Board shall seek qualified and interested candidates from the community through the news media and on the District web-site.



# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0140/page 4 of 11

- B. All applicants are to submit a notice of their interest, in writing, to the Superintendent.
- C. The Board may interview all interested candidates to ascertain their qualifications.
- D. Appointment by the Board to fill a vacancy shall be by a majority vote of the existing Board. All votes shall be recorded, preserved, and open to public inspection to the extent prescribed in Wis. Stat. Chapter 19. Secret ballots may be used only when Board members are electing officers.
- E. If the vacancy is not filled within sixty (60) days of the date on which the vacancy first exists, the vacancy shall be filled by appointment by the Board president from among the applicants who completed the process as described herein.

0142.6

## **Recall**

Any member of the Board may be recalled pursuant to Chapter 9.10, Wis. Stats.

0142.7

## **Orientation**

The School Board and administrative staff shall make every effort to assist Board members in becoming fully informed about the functions, policies, procedures and current issues of the Board and the District.

In the interim between appointment and the actual assumption of office, the new member will be invited to attend all meetings and functions of the Board, and will receive all reports and communications regularly sent to Board members except for closed session materials.

Orientation provides information about the functions and concerns of the Board and the policies and procedures of the District. The Superintendent shall take lead responsibility for orientation of School Board members. The orientation for Board members shall take place, when possible, between confirmation of the election and

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0140/page 5 of 11

actual assumption of office and shall include:

- A. A meeting with the Superintendent.
- B. A meeting with the current Board President.
- C. The member-elect or appointed member shall be invited to meet with other administrative personnel and members of the School Board to discuss responsibilities and jobs they perform for the Board.

Board members shall be given information that detail Board member powers, duties and legal responsibilities. Information shall be provided regarding the following:

- A. Board of Education Policy Manual
- B. Open meeting law information
- C. Public records law information
- D. Introduction to District web-site
- E. E-mail policy
- F. E-mail set up and training
- G. Payroll setup
- H. WASB membership enrollment/publication selections
- I. Professional membership, development opportunities and reimbursement policy and procedure
- J. DPI Administrative Rule, Chapter PI 8, School District Standards
- K. Wisconsin Statutes, Chapters 118 and 120
- L. Robert's Rules of Order

Board members shall be encouraged to attend in-service sessions for Board members conducted by the Wisconsin Association of School

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**  
Boards.

BYLAWS  
0140/page 6 of 11

0143           **Authority of Members**

Individual members of the Board do not possess the powers that reside in the Board of Education. The Board speaks as a whole and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law. The Board's minutes are the official record of its meetings, including action taken.

No member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

0143.1           **Public Expression of Board Members**

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members make public statements on school matters.

Board members should, when writing or speaking on school matters, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

0144           **Operations**

0144.1           **Compensation**

Board members shall receive compensation as approved by the electors at the Annual Meeting.

Expenses of a Board member when authorized by the Annual Meeting shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

120.10(3), Wis. Stats.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0140/page 7 of 11

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- B. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.
- C. No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- D. A voucher detailing the amount and nature of each expense must be submitted to the Business Office.

0144.2

## **Board Member Ethics**

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0140/page 8 of 11

- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;
- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

Source: Board of Directors, National School Boards Association.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0140/page 9 of 11

0144.3      **Conflict of Interest**

Board members shall perform their official duties in a manner free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

- A. no Board member shall use his/her position as a Board member to obtain financial gain for himself/herself, immediate family, or any organization with which s/he is associated;
- B. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system and as a public officer;
- C. When a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon. In the event that the potential conflict involves a program or activity in whole or in part financed through Federal grant funds, the potential conflict of interest must be disclosed to the Federal granting agency consistent with the requirements of the particular granting agency. (EDGAR)

Board Members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats., by having a private interest in a contract with the District in an amount that exceeds \$15,000 annually.

0144.4      **Indemnification**

The Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member to the extent allowed under the law.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0140/page 10 of 11

0145

## **Sexual and Other Forms of Harassment**

The Board of Education believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the District and intolerable in an environment in which students and staff members of this District function.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct is such that a reasonable person under the same circumstances as the person/employee would consider the conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment. 111.36(1) Wis. Stats.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0140/page 11 of 11

The harassment of a District staff member, student or another Board member by a member of the Board is strictly forbidden. Any member who is found to have harassed a member of the staff, a student or another Board member, will be subject to discipline by the Board and may be reported to law enforcement authorities.

111.36, 118.13, 120.13(1) 111.32(13) Wis. Stats.  
P.I. 9, Wis. Adm. Code  
Title IX Education Amendments of 1972, Chapter 227

© **NEOLA 2016**



# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0150/page 1 of 6

## ORGANIZATION

### 0151 **Annual School District Meeting**

The Board of Education shall hold an annual meeting on the fourth Monday in July at 8:00 p.m. unless the electors at any annual meeting set a different date and time for subsequent meetings or authorize the Board to set a different date and time for subsequent meetings, but in no case shall the annual meeting be held earlier than May 15th or later than October 31st. The meeting shall be held for the purposes prescribed by 120.08, 120.09, Wis. Stats. The meeting shall be called to order by the ranking officer of the Board who shall serve as presiding officer until the election of a chairperson.

Such meetings shall include a financial review of the previous year, the receipts and expenditures estimated for the ensuing year and the amount needed to be raised by the local tax levy. In addition, other matters permitted under State law may be considered for action.

An agenda shall be developed and public notice of the meeting shall be given in accordance with state law and established procedures

### 0151.1 **Annual Board Reorganization Meeting**

The Board of Education shall hold an annual reorganization meeting on or within thirty (30) days after the fourth Monday in April. The meeting shall be called to order by the Superintendent who shall serve as presiding officer until the election of the Board President.

### 0152 **Officers**

The Board shall elect, from among its members, a President, Vice-President, Treasurer, and a Clerk. Such election shall occur at the Annual Reorganization Meeting on or within thirty (30) days after the fourth (4th) Monday in April.

120.05, Wis. Stats.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0150/page 2 of 6

Nominations for Board officers shall, at the request of a Board member, be by written ballot and any member receiving a vote is nominated. The nomination ballot shall not take the place of a written election ballot. Election ballots shall be cast immediately following the nominating process. Election ballots shall be counted for each office and the result of that election announced before another office is nominated. If, on the first vote, no candidate receives a majority vote of the members, the candidates receiving the highest and second highest number of votes are forwarded to the next ballot and another vote is taken. The process continues until a candidate receives a majority vote of the membership.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

The Board may, in addition to other statutory requirements:

- A. designate depositories for school funds;
- B. consider scheduling of regular Board meetings, dates, locations;
- C. designate legal counsel;
- D. designate official newspaper;
- E. designate official bank depositories;
- F. designate a medical advisor to the District;
- G. designate membership in professional organizations;
- H. designate CESA 2 representative;
- I. designate Monona Grove Education Foundation representative;
- J. other designations as determined by the Board President, Superintendent or at the request of other Board members such as WASB delegate.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0150/page 3 of 6

120.10, 120.15 et seq., Wis. Stats.

0155

## **Committees**

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, including that intended for consideration at any contemplated closed session, pursuant to 19.84, Wis. Stats. In addition, committee meetings may provide for a period of public participation, and recording appropriate minutes of the meeting. A committee may conduct a closed meeting providing it is for one of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting.

Standing Committees include:

Community Engagement, Communications, Government Relations Committee

Employee Relations Committee

Personnel Committee

Policy Committee

The President is authorized to appoint as soon as possible after the Annual Reorganization meeting, members of the Board as committee chairs and in consultation with the committee chairs, members of standing committees, where they shall serve a term of one (1) year. At the discretion of a majority of the Board, the Board President shall be required to evaluate committee assignments. Committee re-assignments may be made by the Board President in consultation with the committee chair during the year if necessary.

Ad Hoc committees may be created and changed at any time by the Board or the Superintendent with the approval of the Board.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0150/page 4 of 6

Members of ad hoc committees shall serve until the committee is discharged upon completion of their task.

The Superintendent and Board President shall serve as ex-officio members of each committee.

A member may request (or refuse) appointment to a committee.

Composition and duties of the standing committees are as follows:

## **Community Engagement, Communications, Government Relations Committee**

The Community Engagement, Communications, Government Relations Committee shall be composed of up to three Board members and may include non-Board members. Duties may include:

1. advise the Board upon and promote communications between the District and community stakeholders;
2. engage with parents and community groups;
3. engage with MGEF, PTO, booster groups, and other District-related organizations;
4. advise the Board upon and promote relations with local and state government;
5. perform such other duties as directed by the Board.
6. advise and develop fund raising opportunities;
7. advise the Board on the use and development of facilities as related to community use and community support activities.

## **Employee Relations Committee**

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0150/page 5 of 6

The Employee Relations Committee shall be composed of two Board members. The duty of this committee is to hear an appeal at the request of a staff member of a decision made by the Superintendent with which the employee is not satisfied and to make a recommendation to the Superintendent.

An appeal to the ERC shall be submitted in writing and include the facts, policies, or practices involved, the sequence of events, and a proposal for relief or remedy. The ERC decision shall be advisory only and give deference to the Superintendent's decision. The Superintendent may affirm, modify, or reverse his/her decision after considering the ERC recommendations.

## **Personnel Committee**

The Personnel Committee shall be composed of up to three Board members. Duties are to:

1. consider and propose revisions as necessary for job descriptions, qualifications, standards, and evaluations for professional and support staff.
2. develop and recommend changes and amendments to both the teacher and support staff "Handbooks."
3. review any personnel matters referred to the committee.
4. negotiate master agreements with bargaining units.
5. perform such other duties as directed by the Board.

## **Policy Committee**

The Policy Committee shall be composed of up to three Board members. Duties may include:

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS

0150/page 6 of 6

1. promote the continuous updating of the Board policy manual by review followed by recommendation for Board approval of new policies or revisions of existing policies;
2. perform such other duties as directed by the Board.

© NEOLA 2016

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0160/page 1 of 12

## MEETINGS

### 0161 **Parliamentary Authority**

Where matters of procedure are not covered by statute or Board policy specifically, the most recent edition of Robert's Rules of Order shall guide the Board in its deliberations.

### 0162 **Quorum**

A majority of the membership of the Board present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

Two (2) forms of a quorum should be avoided.

“Negative Quorum” – A gathering of less than one-half (1/2) of the members of the Board may be a meeting if that group possesses the power to defeat action taken by the Board of Education.

“Walking Quorum” – Less than one-half (1/2) of the members of the Board gathered together may constitute a meeting if it is one (1) of a series of meetings through which agreement on an issue is reached. A series of e-mail messages, phone calls or other communications between Board members could be a “meeting” or “walking quorum” because, while the Board members have not physically convened, they can effectively communicate and exercise the authority otherwise vested in the Board.

### 0163 **Presiding Officer**

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

120.11, Wis. Stats.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0160/page 2 of 12

0164           **Call**

0164.1       **Regular Meetings**

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

0164.2       **Special Meetings**

Special meetings of the Board may be called by the President or by the written request of any member of the Board provided there is compliance with the notice provision of these Bylaws and applicable state law.

The Superintendent and those administrators directed by the Superintendent shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

0165           **Notice**

0165.1       **Regular Meetings**

Public notice of all meetings shall be given pursuant to statute. The Board shall cause to be posted at the Board office and in other locations considered appropriate by the Board, a notice listing the date, time, place, and subject matter of each regularly-scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. To assure that notice of a meeting is specific enough to apprise the public of the purpose of the meeting, the following factors shall be considered: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and (3) whether the meeting will involve routine or novel issues. The notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.



# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0160/page 3 of 12

19.84, Wis. Stats.

The notice shall be given to the official newspaper.

0165.2      **Change of Regular Meetings**

If the Board adopts a motion changing the date, time, or place of a regularly-scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District.

Said notice shall be posted at least twenty-four (24) hours before the rescheduled meeting.

0165.3      **Special Meetings**

Said notice shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the District. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the Board office and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board by personal delivery to the member or his/her residence or by first-class mail, at least twenty-four (24) hours prior to the meeting. A special meeting may be held without prior notice if all Board members are present and consent or each member consents in writing even if s/he does not attend.

120.11(2), Wis. Stats.

0166      **Agenda**

The Superintendent with the advice of the Board President shall prepare and submit to each Board member a written agenda prior to each regular meeting and each special meeting. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President. The level of specificity of the description of subject matter for discussion shall be determined considering the following: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and,

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0160/page 4 of 12

(3) whether the meeting will involve routine or novel issues.

The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.

The agenda for each regular meeting shall be delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be delivered no later than at least two (2) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered at any meeting by a majority vote of the members present.

If the Board wishes to discuss items that were not posted at least twenty-four (24) hours prior to the meeting, the Board must (1) post a separate notice of the item(s) no less than two (2) hours prior to the meeting and (2) show good cause why posting the item at least twenty-four (24) hours prior to the meeting was impossible or impractical.

19.84(3) Wis. Stats

0166.1

## **Consent Agenda**

The Board of Education shall use a consent agenda to keep management of routine matters within a reasonable time frame by allowing them to be included in a single resolution for Board consideration. Consent agenda items should be those that are routine, self-explanatory or not likely to require additional information, non-controversial (both among the Board and the general public), not expected to call for extensive deliberation, and not expected to give rise to differing opinions.

Items commonly included in Board consent agendas may include but are not limited to the following:

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0160/page 5 of 12

- A. minutes of prior meetings
- B. budget transfers and vouchers payable
- C. hiring of personnel
- D. routine amendments to personnel contracts
- E. resolutions that require annual adoption , such as bank signatories, Wisconsin High School Athletic Association membership, etc.
- F. resignations and leaves
- G. gifts and/or donations

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

0167 **Conduct**

0167.1 **Voting**

All regular and those special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless approved at a meeting of the Board by a majority vote of the members present at the meeting, unless otherwise required by law, and a proper record made of the vote. Meetings of the Board shall be public and no person shall be excluded therefrom.

19.83, Wis. Stats.

Any Board member's decision to abstain shall be recorded and be

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS

0160/page 6 of 12

deemed to acquiesce in the action taken by the majority. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call, provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

0167.2

**Closed Session**

The Board may meet in a closed session, one closed to the public, for specified purposes.

Each closed session requires a majority roll-call vote of the Board and may be held to:

- A. deliberate a case which was the subject of any hearing before the Board; (19.85(1)(a))
- B. consider dismissal, demotion, licensing, or discipline of any Board employee or person licensed by the Board, or the investigation of charges against such person, and the taking of formal action on any such matter, provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. (19.85(1)(b))
- C. consider the employment, promotion, compensation, or performance-evaluation data of any employee; (19.85(1)(c))
- D. considering strategy for crime detection or prevention; (19.85(1)(d))
- E. deliberate or negotiate the purchase of public properties, the investment of District funds, or the conduct of other Board business whenever competitive or bargaining reasons require a closed session; (19.85(1)(e))

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0160/page 7 of 12

- F. consider financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; (19.85(1)(f))
- G. confer with the Board's legal counsel who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved; (19.85(1)(g))
- H. consider requests for confidential, written advice from the ethics board under 19.46(2), Wis. Stats., or from any county or municipal ethics board under 19.59(5), Wis. Stats.; (19.85(1)(h))

The presiding officer shall announce the nature of the closed session and the specific section of the law that allows for the closed session.

No other business other than that stated in the public notice may be conducted at a closed session. The Board may not reconvene its regular or special meeting after a closed session, within twelve (12) hours, unless public notice of the reconvened meeting was part of the public notice of its regular or special meeting.

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose to anyone the content of discussions that take place during such sessions.

## **Recording of Closed Sessions**

Other than expulsion hearings, closed sessions of the Board will not be recorded, filmed or photographed without prior approval of the Board. Any such recording, film or photograph must be maintained in accordance with Policy 8310 – Public Records and Policy 8330 – Student Records.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**  
66 OAG 318 (1977)

BYLAWS  
0160/page 8 of 12

0167.3      **Public Participation at Board Meetings**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

The following guidelines shall be used to ensure an effective method of receiving information from the public.

- A. Written correspondence may be sent to the Superintendent, Board President or Board members at either the District Office or at their home addresses. Written correspondence shall also be accepted at Board and committee meetings.
- B. Individuals may register to speak at a Board meeting by notifying the District Office prior to the meeting or by submitting a “Request to Speak” form to the Board Secretary or Board President. Persons addressing the Board may comment on any issue concerning the Monona Grove School District.
- C. Each speaker shall be allowed no more than three (3) minutes to address an issue or express an opinion. A maximum of fifteen (15) minutes per meeting shall be designated for public appearances. Speakers shall be called in the order in which they registered. Any deviation from these guidelines shall be at the discretion of the Board President.
- D. The Board may discuss matters raised by the public during the public participation portion of the meeting, provided such period of public comment was included on the meeting agenda notice.
- E. The presiding officer may:
  - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0160/page 9 of 12

3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
  5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- F. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
1. No obstructions are created between the Board and the audience.
  2. No interviews are conducted in the meeting room while the Board is in session.
  3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

19.90, Wis. Stats.

0167.5

## **Use of Electronic Mail**

E-mail is a form of communication that could conflict with the Open Meetings Act and must be preserved for production in the context of an open records request. Board members are strongly discouraged from communicating regarding Board business with other Board

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0160/page 10 of 12

members, Superintendents, school staff or members of the community via electronic mail. If a Board member does utilize electronic mail, it may be used only for the purposes of communicating:

- A. messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;
- B. possible agenda items between the Superintendent and the Board president;
- C. times, dates, and places of regular or special Board meetings;
- D. a Board meeting agenda or public record information concerning items on the agenda;
- E. requests for public record information from a member of the administration, school staff, or community pertaining to District operations;
- F. responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

0167.6

**E-mail – Public Records**

There should be no expectation of privacy for any messages sent by e-mail. All messages sent or received by any member of the Board in the course of conducting the business of the Board shall be provided to the District's Records Custodian or the Superintendent for preservation. Such records may be subject to disclosure under the Public Records Act.

The Superintendent, as District Records Custodian, shall devise and develop procedures pertaining to e-mail communications and public records.



# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0160/page 11 of 12

Board members are required to provide to the Records Custodian all e-mail communications, related to their position as a member of the Board of Education, using the procedure developed by the Superintendent.

Prior to implementation of a procedure for collection of e-mail, all such communications of the Board members must be copied to the Custodian or Superintendent.

Board members shall utilize e-mail communication only as described in Bylaw 0167.5.

Each Board member as an elected official is independently required by law to comply with public records requests for e-mail communications sent or received on the Board member's personal e-mail account.

0167.7      **Use of Personal Communication Devices**

When performing their duties as a Board member, regardless of whether they are using personally-owned or Board-owned personal communication devices (PCDs), Board members use of PCDs shall be in accordance with Board policies and guidelines.

0168      **Minutes (184)**

0168.1      **Open Meeting**

The Clerk or designee shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed by the President or the Clerk which should ordinarily occur at the next regular meeting. The minutes shall include all votes taken at the meeting.

Proceedings of each meeting shall be published as a Class I notice within forty-five (45) days of the meeting. The notice shall also contain a listing of receipts and expenditures in the aggregate. There will also be a detailed record of all receipts and expenditures available for inspection at each regular Board meeting and upon written request.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS

0160/page 12 of 12

The minutes shall be available for inspection at the Superintendent's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The official minutes shall be bound together by years and kept in the office of the Board of Education.

Minutes of the preceding meetings shall be approved by the Board as its first order of business at its next regular meeting.

120.11, Wis. Stats.

© **NEOLA 2016**

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0170/page 1 of 6

## 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.     rule on all issues of order;
- D.     appoint standing and ad hoc committees in accordance with Board policy;
- E.     serve on all Board committees as an ex officio member;
- F.     be entitled to have his/her vote counted on all issues before the Board;
- G.     call special Board meetings upon proper notice;
- H.     assist in the preparation of meeting agenda;
- I.     serve as the official spokesperson for the Board;
- J.     defend on behalf of the District all actions brought against it;
- K.     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;

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0170/page 2 of 6

- L. perform other duties appropriate to the office of the President under 120.15 Wis. Stats.

120.15, Wis. Stats.

0171.2

**Vice-President**

The Vice-President of the Board of Education shall:

- A. preside at meetings of the Board when the President is not able to attend;
- B. carry out any duties prescribed by law or assigned by the board;
- C. in case of a vacancy in the office of President, succeeding to the office of President for the balance of the unexpired term.

120.15(5), Wis. Stats.

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. Sign all documents on behalf of the Board as prescribed by law

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0170/page 3 of 6

- F. President over meetings of the Board in the absence of the President, Vice President, and Treasurer;
- G. 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 clerk and treasurer;
- H. 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. preside over meetings of the Board in the absence of the President and the Vice President
- F. perform other duties prescribed by statute or by the Board.

120.16, 66.042 Wis. Stats.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0170/page 4 of 6

0172            **Legal Counsel**

The Board of Education may employ an attorney 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. The contracted attorney may be contacted as authorized by the Board President or Superintendent.

0173            **Independent Auditor**

The independent auditor 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.

120.14, Wis. Stats.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0170/page 5 of 6

0174            **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 1<sup>st</sup> in the format prescribed by the Department of Public Instruction as required by law.

0174.2           **School Performance Report**

The Board of Education will also publish an annual school and school district performance report including all information prescribed by statute.

The School and School District Performance Report will be posted on the District'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.

120.18, Wis. Stats.  
115.38(1), Wis. Stats.

0175            **Association Memberships**

The Board of Education may maintain membership in the National School Boards Association and/or 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.

# bylaw

**BOARD OF EDUCATION  
MONONA GROVE SCHOOL DISTRICT**

BYLAWS  
0170/page 6 of 6

0175.1      **School Board Conferences, Conventions, and Workshops**

The Board of Education recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County, and State workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.