

**POLICY: 112. SCHOOL BOARD AUTHORITY**

SCHOOL BOARD MEMBER PAY

The salary for Arrowhead Union High School District School Board members is approved at the Annual Meeting each year.

School Board members shall receive one-half of their annual salary on the November 6<sup>th</sup> payroll and one-half of their annual salary on the April 20<sup>th</sup> payroll. The November 6<sup>th</sup> check shall reflect services performed from the fourth (4<sup>th</sup>) Monday in April through October 31<sup>st</sup>. The April 20<sup>th</sup> check shall reflect services performed from November 1<sup>st</sup> through the day before the fourth (4<sup>th</sup>) Monday in April.

If a School Board member resigns before his/her term expires, said Board member would be paid through the last regular Board meeting at which he/she was an official member. A prorated check shall be issued immediately.

**POLICY: 113. FILLING BOARD VACANCIES**

The following procedures will be used by the School Board when filling a Board vacancy except as otherwise approved by the current Board.

VACANCY NOTICE AND CANDIDATE APPLICATION

1. The Board Clerk or designated district personnel shall provide public notice of the vacancy in a designated local newspaper and on the District's website. The notice shall include:
  - a. Length of time for which the appointment is to be made;
  - b. The place and manner by which qualified electors may apply; and
  - c. The deadline date for filing written applications. The date and time will be a reasonable length of notice, ten (10) days at a minimum, to allow all interested parties to apply.
2. Prospective candidates will be asked to submit a written application to the Board, in care of the superintendent at the District office. All applicants must be residents and qualified electors of the District. The written application must include the following information:
  - a. Reason(s) the candidate wants to serve on the Board;
  - b. Background qualifications and experiences relevant to the position;
  - c. Candidate's educational philosophy;
  - d. Candidate's general views regarding the role of the Board and the role of the superintendent;
  - e. Candidate's general views on district strengths and areas that may need improvement.

APPOINTMENT

1. The Board will read application materials and interview all individuals who have properly filed the specified application materials.
2. Candidates for a vacancy on the Board shall be considered at an open meeting unless there are exceptional reasons to consider the candidates in close session. The Board may consider candidate(s) in a closed session only if the discussion involves financial, medical, social, or personal histories or disciplinary data which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidate(s).
3. The order of the candidates interviewed will be determined by a random drawing of the candidates' names. All candidates shall be given an opportunity to make a statement, of up to five minutes in length, on behalf of their candidacy and to explain their purpose in seeking a position on the Board. The Board may ask questions of the candidates; this may be done with all candidates in the room or by asking other candidates to wait in a nearby room while each candidate is interviewed.
4. Upon completion of the interviews, the Board president will call for discussion by Board members only.
5. Board members will vote for one of the candidates using one of the following methods as determined by the Board president: roll call, voice vote, or signed ballots. Any candidate receiving a quorum/majority vote of the seated Board members will win the election. If no candidate

receives a quorum/majority vote on the first ballot, the Board will vote again using just the top two vote-receivers (or more than two if tied votes) as finalist candidates. If no finalist candidate receives a quorum/majority vote on the second ballot, the voting will continue in the same manner with the top two vote-receivers. If no candidate receives a quorum/majority vote on the third ballot, the Board president shall determine which candidate wins the tie.

6. The chosen candidate is issued the oath of office and is seated on the Board.

## TERM OF APPOINTMENT

The length of term of Board member appointees will be in accordance with state law provisions. Except as otherwise specifically provided by law, according to S.17.26 (1g)(a), Board member appointees will serve until their successors are elected at spring elections as follows:

1. If a vacancy occurs in the office of a Board member in the last year of his/her term, the successor will be elected at the next spring election.
2. If a vacancy occurs after a 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/her term, the successor will be elected at the next spring election.
3. If a vacancy occurs after the last Tuesday in November and prior to the spring election in the office of a Board member who is not in the last year of his/her term, the successor will be elected at the second following spring election and the appointee will serve in the interim period.

**POLICY: 131. BOARD OFFICERS**

The Board officers shall consist of a president, a vice-president, a clerk, and a treasurer. However, the only real authority lies with the Board as a group. Officers shall be elected at the organizational meeting of the Board for one-year terms. A nominating ballot shall be held for each position. All those receiving a nomination on the nominating ballot shall be eligible to be on the election ballot. The first person to receive a majority of the election ballots shall be declared elected to that office.

**DUTIES OF THE PRESIDENT**

The president shall:

1. Preside at all meetings of the Board.
2. Decide all questions of parliamentary order, subject to an appeal by any Board member.
3. Appoint all Board committees and chairpersons, unless otherwise provided. The president shall be an ex-officio member of each committee.
4. Sign all documents on behalf of the Board and co-sign checks in payment of lawfully incurred and properly approved expenditures.
5. Bring before the Board, pending discussion with the superintendent, whatever business may require its attention including the formation of the agenda.
6. Have the right, as other members of the Board, to offer resolutions, to discuss questions and to vote thereon.
7. See that minutes of the meeting are properly recorded, approved, and signed.
8. Defend the School District from actions brought against the District.
9. Perform all other duties prescribed by Wisconsin state statute or by the Board.

**DUTIES OF THE VICE PRESIDENT**

The vice-president shall perform the duties assigned to the president in the event of the latter's absence or inability to act.

**DUTIES OF THE TREASURER**

The treasurer shall:

1. See that all monies paid to the School District are received and deposited promptly in the officially designated district depository.
2. Assure that a record of the receipt of said monies is properly kept.
3. Furnish a financial report at the Annual Meeting that reflects the money received and disbursed during the year.
4. Co-sign checks in payment of lawfully incurred and properly approved expenditures.
5. See that designated reports to the state are properly made.
6. Perform such other duties prescribed by law or by the Board.

**DUTIES OF THE CLERK**

The clerk shall:

1. Oversee the care and custody of the record books and documents of the Board.
2. Cause written notice to be given to each member of the Board for all Board meetings.
3. Cause written minutes and audio recordings of each Board meeting to be kept and preserved.
4. Cause a report of the names and addresses of Board officers to be made to each municipality within the District.
5. Submit required reports to the municipal clerks.

6. See that each teacher receives a contract.
7. Cause tax levy certifications to be prepared and filed.
8. Administer the oath of office to School Board members.
9. Attest to any written contract to which the District may be a party when such contract shall have been authorized by the Board.
10. Co-sign checks in payment of lawfully incurred and properly approved expenditures.
11. Perform such other duties prescribed by law or assigned by the Board.
12. Convene a Board of Canvassers that must meet in open session within 24 hours of the close of the polls to determine the results of the referendum election. The canvass shall be open to the public and the District clerk is directed to give due notice of said meeting.

## PAYMENT PROCEDURES

### A. GENERAL PROCEDURES

1. No order, check, share draft, or other draft may be drawn for payment for which money has not been appropriated according to state law.
2. All bills, invoices, and requests for payment must be processed through the Business Office. The Business Office shall properly verify the appropriateness and approve all such items prior to payment, as required in current purchasing guidelines. The Board shall approve the payment of all bills, invoices, payrolls, and claims against the District.
3. Verification of receipt of items purchased, work completed, or that a proper purchase order has been completed is necessary prior to Board approval of any payment.

### B. ROUTINE EXPENDITURES

1. Expenditures of a routine nature, having been previously authorized by the Board through budget approval and that have been properly documented, may be paid by the School District treasurer in the normal course of business. Discounts for prompt payment should be taken when circumstances permit.
2. Expenditures of a random nature that are within previously Board-approved district and departmental budget limits and have been requested by authorized personnel may be paid by the School District treasurer in the normal course of business, provided the necessary documentation has been completed.
3. The business manager shall provide the Board with a report each month listing all payments of expenditures.

**POLICY: 131.1 ARROWHEAD HIGH SCHOOL ENDOWMENT FUND, INC. (ADDENDUM)**

The president shall perform his/her duties described in the Arrowhead High School Endowment Fund, Inc. Bylaws, such as appointing directors, filling vacancies, and changing Bylaws, only at the direction of, and with the approval of, the Arrowhead High School Board of Education.

The members of the Board shall receive copies of the Endowment Fund agendas in advance of meetings and minutes of the meetings; activities of the Endowment Fund shall be an “Other Reports” agenda item at the regularly scheduled monthly meeting of the Board.

**POLICY: 132. BOARD COMMITTEES**

An agenda for committee meetings shall be developed by the superintendent with the assistance of the committee chairperson. A copy of the agenda shall be delivered to each Board member approximately two days in advance of the scheduled meeting.

Requests for items to be placed on committee meeting agendas by Board members, citizens, or staff should be directed to the committee chairperson. Board members, citizens, and staff are encouraged to provide input prior to the mailing of the agenda. If new input of a substantial nature is brought to a committee of the Board meeting, it is at the discretion of the committee chairperson to consider the information at the time or postpone the concept to a later meeting.

The committee chairperson shall follow the order of business set up by the agenda, unless altered by a majority vote of the members present at the meeting.

**POLICY: 151.1 BOARD MEETING NOTIFICATIONS/AGENDAS**

An agenda for meetings of the Board of Education shall be developed by the superintendent with the assistance of the Board president. A copy of the agenda shall be delivered to each Board member approximately two days in advance of the scheduled meeting.

Requests for items to be placed on meeting agendas by Board members, citizens, or staff should be directed to the superintendent or Board president. Board members, citizens, and staff are encouraged to provide input prior to the mailing of the agenda. If new input of a substantial nature is brought to a Board meeting, it is at the discretion of the Board president to consider the information at the time or postpone the concept to a later meeting.

The Board shall follow the order of business set up by the agenda, unless altered by a majority vote of the members present at the meeting.



**POLICY: 161. BOARD-SPONSORED RECOGNITION PROGRAM**

- A. Annually, the Board shall sponsor an awards program for all employees for the purpose of awarding years of service. Years of service awards are for continuous service: 5 years, 10 years, 15 years, 20 years, 25 years, 30 years, 35 years, and 40 years.
- B. Retirees – Employees and Board members who retire shall be eligible for a service recognition award from the category that is one increment higher than years of service to the District (i.e., 17 years experience would equal a 20-year recognition gift).
- C. The available recognition gifts are displayed as choices on an identified vendor's website. Awards may change based on the availability of items.