

# **GOVERNANCE POLICIES OF THE MILWAUKEE BOARD OF SCHOOL DIRECTORS**

## **BG 3.01 BOARD - APPOINTED OFFICIALS**

### **(1) OVERVIEW**

(a) MPS functions within an administrative configuration mandated by Board policy, which provides for three executive offices:

1. The Superintendent of Schools shall serve as the executive officer in charge of the Administration and shall be appointed by the Board in the manner provided by law.
2. The Board Clerk/Chief Officer, Office of Board Governance, shall serve as executive officer in charge of the Board's staff and shall be appointed by the Board in the manner provided by law.
3. The Senior Director, Office of Accountability and Efficiency shall be appointed by the Board.

### **(2) DUTIES OF THE SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools:

- (a) is the executive officer of the Board insofar as its conduct of the educational and recreational programs of the schools and the District's business functions. He/she is directly responsible to the Board for executing the official policies, rules, and regulations relative thereto;
- (b) is the advisor to the Board on all matters of educational policy and procedure. He/she serves as an advisory member of every committee of the Board. He/she recommends policies and provides data that will enable the Board to formulate policies. He/she reports to the Board relative to the execution of its policies and the general administration of the schools;
- (c) shall attend, insofar as possible, all meetings of the Board and its committees and shall participate, without vote, in its deliberations, except when matters relating to his/her own employment are considered;
- (d) is the medium of contact between the Board and the educational and business staff;
- (e) shall have the sole right of nomination for employment and promotion of education and business department personnel, subject to the authority of the Board to accept or reject any nomination. In the case of rejection, the Board may request another nomination;
- (f) shall supervise the work of those who are responsible for the administrative, supervisory, and teaching activities of individual schools and educational/business departments. He/she coordinates the work of all schools and departments;
- (g) shall perform such other duties as may be assigned to him/her by the law, or by the Board, and issues such additional or supplemental rulings and directives for the management of the schools as he/she may deem proper;
- (h) shall have general care and custody of all Board property.

### **(3) DUTIES OF THE BOARD CLERK/CHIEF OFFICER, OFFICE OF BOARD GOVERNANCE**

The Board Clerk/Chief Officer, Office of Board Governance:

- (a) is responsible, under the direction of the Board, for all Board governance functions involving day-to-day operations of the Board's office;

- (b) is the clerk to the Board. He/she furnishes copies of verbatim records of Board and committee meetings to each board member and to the Superintendent and also keeps the official file of these records;
- (c) shall have general care and custody of all Board records;
- (d) shall issue directives and rulings for the management and conduct of his/her responsibilities compatible with policies adopted by the Board;
- (e) shall serve as the special education ombudsperson;
- (f) shall manage the governmental relations and lobbying services;
- (g) shall oversee the Board’s information services, including processing public records requests, requests for information, and citizen concerns; and
- (h) shall perform such other duties as are fixed by law or assigned to him/her by the Board.

**(4) DUTIES OF THE OFFICE OF ACCOUNTABILITY AND EFFICIENCY**

The Senior Director, Office of Accountability and Efficiency:

- (a) is responsible for enhancing transparency, oversight, efficiency, accountability of the financial operations of MPS, and educational, financial, and operational audits;
- (b) shall evaluate the fiscal performance of MPS;
- (c) shall recommend solutions in furtherance of the fiscal stewardship of MPS;
- (d) shall ensure compliance with contracts;
- (e) shall facilitate the District’s process improvement;
- (f) shall perform such other duties as are fixed by law or assigned to him/her by the Board; and
- (g) shall oversee the Board's audit function.

History: Adopted 3/6/57; Revised 1984, 1993, 1994, 4-20-95; Reaffirmed 4-25-96; Revised 10-29-15, 11-18-21  
 Legal Ref: W.S. 119.32  
 Cross Ref: Admin. Policy 2.01 Superintendent  
 Monitoring: Internal reports, as part of the annual performance evaluation conducted by the Board, for the Superintendent the Board Clerk/Chief Officer, Office of Board Governance and the Senior Director, Office of Accountability and Efficiency.  
 Frequency: Annually in June/July

