

**FORM FOR NOTIFYING SCHOOL BOARD
OF CESA 10 ANNUAL CONVENTION**



Where service and leadership unite.

TO: District Clerks and Administrators of School Districts in Cooperative Educational Service Agency 10, State of Wisconsin

In compliance with State Superintendent of Public Instruction Dr. Jill Underly's request that the chairperson of CESA 10 indicate to you the date, hour, and place at which a convention of school district board representatives will be convened, the following information is submitted:

That Deanna Heiman is the Chairperson of Cooperative Educational Service Agency 10. That said Chairperson has determined that such convention will be held on:

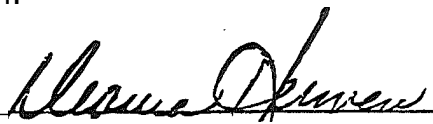
**THURSDAY, AUGUST 1, 2024
7:00 PM**

**CESA 10 CONFERENCE CENTER
725 W PARK AVE
CHIPPEWA FALLS WI**

That arrangements have been made for such convention at the time and place indicated above, and

That you are requested to inform the member representative of your school board of the time and place of said convention.

Signed:


Chairperson, CESA 10 Board of Control

Date: April 8, 2024



Date: April 4, 2024

To: CESA Administrators
CESA Board of Control Chairpersons
School Board Clerks

From: Jill K. Underly, PhD
State Superintendent

Subject: Appointment of 2024 CESA Convention Representatives

The purpose of this notice is (1) to emphasize to each school board its statutory duty to appoint a member as its representative for the purpose of determining the composition of the board of control and (2) to cause a convention to be convened in accordance with s. 116.02, Wis. Stats.

Section 116.02(1)(c), Wis. Stats., calls for the state superintendent to cause the convening of a convention annually on the day that the board of control holds its organizational meeting under s. 116.02(1)(a), Wis. Stats., composed of representatives from each school board in the agency.

CESA administrators shall send a notice of the convention to each school district in the CESA. The chairperson of the board of control will call the convention to order and have the roll call of the official representative delegates. The first order of business is to elect a convention chairperson from the delegates.

The convention shall proceed as directed in s. 116.02(2)(1)(c), Wis. Stats.:

The state superintendent shall cause to convene annually on the day that the board of control holds its annual organizational meeting under par. (a) a convention composed of the representative from each school board in the agency. There shall be no more than one representative from each union high school district.

Section 116.02, Wis. Stats., in its entirety, reads as follows:

116.02 Board of control; membership (1)(a) Each agency shall be governed by a board of control composed of members of school boards of school districts within the agency. Annually on or after the 4th Monday in April, the school board of each school district in the agency shall appoint one of its members as its representative for the purpose of determining the composition of the board of control. For the purpose of determining membership on the board of control, a school district operating elementary grades only and lying in more than one union high school district shall be considered part of the union high school territory in which the major portion of its equalized valuation lies. The board of control shall hold an annual organizational meeting on or after the 2nd Monday in May. No annual organizational meeting may be held after the 2nd Monday in August.

(c) The state superintendent shall cause to convene annually on the day that the board of control holds its annual organizational meeting under par. (a) a convention composed of the representative from each school board in the agency. There shall be no more than one representative from each union high school district. The convention may direct the board of control to determine a different date for the annual organizational meeting.

(2) The annual convention shall establish bylaws for governing the agency, including bylaws for all of the following:

(a) Subject to sub.(1)(a), setting the date of the annual convention and establishing procedures for calling a special meeting.

(b) Providing for regular meetings of the board of control.

(c) Establishing an initial plan of representation for the agency and specifying how the plan may be amended.

(d) Specifying the number of members on the board of control.

(e) Specifying what constitutes a vacancy on the board of control and establishing procedures for filling a vacancy on the board of control.

(f) Specifying the officers on the board of control, establishing procedures for choosing those officers, specifying their terms of office and their duties and establishing procedures for removing them from office.

(g) Providing for the establishment of fiscal control, responsibility and accountability requirements.

(h) Designating a public depository.

**FORM FOR NOTIFYING THE
SECRETARY (ADMINISTRATOR) OF CESA 10
OF A SCHOOL DISTRICT'S REPRESENTATIVE
TO AN AGENCY ANNUAL CONVENTION**



Where service and leadership unite.

TO: Jordan Sinz, Agency Administrator of CESA 10

At a meeting of the School Board on * _____ the school board member
(on or after April 22, 2024)

whose name appears below was appointed representative of the _____

School District to the Cooperative Educational Service Agency 10 annual convention.

Name of Board Member _____

Address of Board Member _____

Email Address of Board Member _____

The convention is to be held on Thursday, August 1, 2024 at 7:00 p.m., 725 W Park Avenue, Chippewa Falls, Wisconsin. The representative of this school board named above is in possession of this information.

It is understood that only official delegates can be elected to the Board of Control (no alternates or substitutes).

Signed:

School Board Clerk

School District

School Address

Date: _____

RETURN BY JUNE 7, 2024

ATTN: Leigh McMahon, 725 W Park Avenue, Chippewa Falls, WI 54729, lmcmahon@cesa10.k12.wi.us, 715-720-2070 (fax). Retain one copy for your district's files.

* As per s. 116.02(1)(a), Wis. Stats., this date must be **on or after the 4th Monday in April.**