

Chapter PI 2

APPEALS

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PI 2.01 Definitions. (1) "APPEALS" are matters appealed to the state superintendent for determination pursuant to the provisions of sections 40.06 (5), 40.30 (17), 40.53 (5), Wis. Stats., or any other similar statutory provisions.

(2) "STATE SUPERINTENDENT" as used herein includes assistant state superintendents and supervisors whenever detailed by the state superintendent for discharging the duties and exercising powers of the state superintendent on appeals.

PI 2.02 Appeals in writing. Appeals shall be filed with the state superintendent in writing.

PI 2.03 Other requirements. Within a reasonable time after filing an appeal pursuant to section 40.06 (5), Wis. Stats., there shall be supplied the following:

- (1) Copy of original petition.
- (2) Copy of minutes of meeting of municipal board or boards held for the purpose of fixing the date, time and place of hearing on the petition.
- (3) Copy of written notice of said meeting.
- (4) Names and titles of officers upon whom notice of said meeting was served and dates of service on each.
- (5) Minutes of meeting constituting the hearing on the petition.
- (6) Copy of notice of said meeting.
- (7) The foregoing shall be certified by the clerk or clerks of said meetings and shall be accompanied by a written statement, by appellants, of facts and other relevant matters relating to the appeal.

PI 2.04 Notice. Notice of filing of an appeal will be sent by the state superintendent by mail to the clerk of each municipality and school district affected by the appeal.

PI 2.05 Procedures by superintendent. The state superintendent will inform himself relative to appeals by such of the following as he deems appropriate to the particular appeal:

- (1) Written statements filed in support of or in opposition to the granting of the appeals.
- (2) Oral statements, affidavits or sworn testimony.
- (3) Conferences with interested parties by the state superintendent.
- (4) Investigation by the state superintendent or members of his staff assigned by him thereto.
- (5) Statistical information and formal reports on file in the office of the state superintendent.
- (6) Informal conferences noticed and held by the state superintendent either at his office in the state capitol building or at a convenient place in the area concerned that may be designated by him.
- (7) Formal hearings when deemed necessary by the state superintendent.