

POLICY: BCBC
Approved: May 24, 1982
Reviewed: December 19, 1989
Revised: October 1, 2001

DUTIES OF SCHOOL BOARD CLERK

The School Board Clerk shall:

1. Report the name and post office address of each officer of the School District, within 10 days after the election or appointment of the officer, to the clerk and treasurer of each municipality having territory within the School District.
2. Act as clerk and record the proceedings of annual and special meetings.
3. Enter in the record book provided by the School Board, the minutes of its meetings, orders, resolutions and other proceedings.
4. Enter in the record book copies of all reports to the municipal clerks and the certificate of the proceedings of a meeting returned by a temporary clerk.
5. Draw orders on the School Board Treasurer as directed by an annual or special meeting of the School Board and record all orders drawn on the School Board Treasurer.
6. Furnish each teacher with a copy of the contract between said teacher and the School Board.
7. (a) Annually on or before November 6, deliver to the clerk of each municipality having territory within the School District, a certified statement showing that proportion of the amount of taxes voted and not before reported, and that proportion of the amount of tax to be collected in such year, if any, for the annual payment of any loan to be assessed on that part of the School District territory lying within the municipality. Such proportion shall be determined from the full values certified to the School Board Clerk under §121.06 (2).

(b) If the equalized valuation of that part of a municipality lying within a School District is reduced due to the removal of property from the tax roll because the imposition of the property tax on that property is found unconstitutional, the School Board Clerk shall notify the supervisor of equalization. The supervisor of equalization shall reduce the equalized valuation by the full value of the property so removed and certify the resulting equalized valuation to the state superintendent and the School Board Clerk for use in computing the tax levy certifications under this subsection. Corrections may be made under this paragraph only for the valuations used by the Department of Public Instruction for the last two school years.

(c) If an order of School District reorganization under Chapter 117 is effective after January 1 and before July 1 of any year, the school board clerks of the School districts affected shall prepare the statement under par. (a) based on the equalized valuation of the school districts as altered by the order and related to the equalized valuation of the year upon which the tax levy is required to be made. If the School Board Clerk has filed such statement prior to the effective

date of the order, the clerk shall file a corrected certification which shall be accepted by the clerks of the municipalities affected and acted upon by them as provided in par. (a). Failure of the School Board Clerk to file a corrected certification of the levy based on the equalized valuation of each of the municipalities or portions thereof within the School District shall be corrected by the School Board Clerk by an appropriate adjustment in the levy certified in the following years.

8. Within five days after receipt of notification from the School Board of the name of a new school, notify the proper postmaster of the name and location of the school and the number of the School District. If a school is not located on a mail route, the School Board Clerk shall furnish the postmaster with the names of persons to whom the mail for the school may be delivered. The School Board may rent a lock box at School District expense for each school not on a mail route. The School Board Clerk shall notify the postmaster of school vacations and shall direct what disposition shall be made of the school mail during vacations.

9. Have authority to administer the oath of office to School Board members.

10. Perform all duties as assigned by the School Board.

LEGAL REFERENCE: Wis. Statutes Chapter 120
Section 120.17