

The clerk of the Board of Education shall:

1. Maintain the records, books and documents of the board.
2. Countersign all warrants drawn upon the treasury except as amended by a resolution of the board as follows:

RESOLUTION:

Resolved: That in accordance with Wisconsin Statutes, the Board of Education of the School District of Neillsville, Clark County, Wisconsin, authorizes the use of facsimile signatures as provided in Wisconsin Statutes for the officers of the Board of Education on such routine payments as employee payroll checks and other short notice checks which the district administrator shall certify. The Board of Education shall be made aware of such checks issued with facsimile signatures at each regular meeting.

3. Shall ensure that the minutes of its meetings, orders, resolutions, and proceedings are entered in the record book provided by the board.

Legal Reference: WI Statutes 66.042 (3)

Initial Adoption: 10/10/05

Final Adoption: 12/12/05