

***NORTH CRAWFORD SCHOOL DISTRICT
ANNUAL MEETING
SEPTEMBER 26, 2011***

*Mary Kuhn, President
Miguel Morga, Vice-President
Michael Bedessem, Clerk
Terry O'Donnell, Treasurer*

*Tina Volden, Member
Aaron Fortney, Member
Judy Powell, Member*

*Daniel M. Davies
District Administrator*

NOTICE OF ANNUAL SCHOOL DISTRICT MEETING

Section 120.08(1) Wis. Stats.

NOTICE IS HEREBY GIVEN To the qualified electors of the North Crawford School District, Villages of Gays Mills, Soldiers Grove, Mt. Sterling and Bell Center, and the Towns of Clayton, Freeman, Haney, Marietta, Scott and Utica, Crawford County, Wisconsin; Town of Akan, Richland County, Wisconsin; and Towns of Franklin and Kickapoo, Vernon County, Wisconsin; North Crawford Schools:

THAT THE BUDGET HEARING Will be held at 7:30 p.m., **Monday, September 26, 2011**, in the Library Media Center of the K-12 Facility in accordance with Section 65.90(4) Wis. Stats.

THAT THE ANNUAL DISTRICT MEETING of said District for the purpose of transacting such business as may properly come before the meeting, in accordance with Wisconsin Statutes, will be held in the Library Media Center of the K-12 Facility, on **MONDAY, SEPTEMBER 26, 2011**, **immediately following the Budget Hearing.**

Budget Hearing Agenda 7:30

- I. Call to Order - Board President
- II. Certification of Notice
- III. Minutes of Last Budget Hearing
- IV. Budget Review - District Administrator

Annual Meeting Agenda - Immediately following Budget Hearing

- I. Call to Order - Board President
- II. Proof of Publication
- III. Election of Chairperson
- IV. Appoint Clerk, if needed
- V. Minutes of the last Annual Meeting
- VI. Auditor's Report
- VII. Treasurer's Report
- VIII. Old Business (if any)
- IX. New Business
 - A. Resolutions
 1. Resolution for Short-term Borrowing
 2. Resolution to Fix School Board Salaries
 3. Resolution to Pay Actual Expenses of School Board Members
 4. Resolution to Operate Food Service Program
 5. Resolution to Authorize Student Insurance
 6. Resolution to Authorize Selling of Personal Property of School District
 7. Resolution Authorizing Legal Proceedings
 8. Resolution Authorizing Transportation of Students
 9. Resolution to Provide Tax Levy 2011-12
 - B. Report on Goals for 2010-11 and for the 2011-12 School Year
 - C. Other Business
- X. Motion to Adjourn

Budget Notes From the Superintendent

Dear Residents of North Crawford School District:

I am certain everyone is familiar with the legislative changes that occurred last spring in funding for Wisconsin schools. I, like many of my neighboring administrators remained quite concerned how the cuts in funding would affect our school district. With reductions in funding for many programs such as Sparsity Aid, Transportation, School Milk as well as reductions in State Aid to name a few, the outlook last spring gave me reason for concern.

With this being said, as we enter the start of a new school year and budget, I must say that despite receiving \$234,473 less in state aid from one year ago, we have a budget within reasonable parameters and we are projecting a flat line enrollment of approximately 461 students. I remain hopeful that we can continue to maintain this static enrollment figure.

At the end of 2010-11 we transferred \$40,000.00 to fund balance to be used to make repairs to the school track. So from my perspective, it was expected we would need to access fund balance to pay for these repairs and we would show a negative budget up to this amount.

Expenses new to the budget this year include the purchase of a bus for \$95,179. However we obtained a DNR grant that will be paying \$23,794 of this cost. One expense we did not anticipate was the need to replace the rooftop chiller. We were fortunate to be able to make enough repairs to keep this running until the end of the cooling season, but the outlook suggests we will be required to make \$22,000 in replacement and repairs before next summer. And lastly we have \$55,000 for blacktopping the track. All of these items are included in the 2011-12 budget.

We have made some staffing changes. These include shifting of staff to Title I position from elementary and not hiring another teacher in that position. The school nurse position was reduced to 15 hours per week, and the LMC Director, Liz Bransky, will be shared 50% with Boscobel.

On the revenue side we did receive notice we qualified as a "high poverty aid" district. This will be new revenue this year in the amount of \$32,275. The net effect of this will be to reduce our tax levy, since it is within the revenue limit. Much of the "Stimulus/ARRA" funds are no longer available and combined with the reduced funding in state aid the overall result, as expected is lowered revenues. In summary the 2011-12 school year Revenue is projected to be \$5,606,015 compared to actual for 10-11 of \$5,884,582.

Disbursements for the 2011-12 school year are \$5,639,699 compared to actual last year of \$5,843,324. As a result, the budget shows a deficit of **\$33,684** at this time. In summary the tax levy is declining by 3.74% to a levy of \$1,723,723. The anticipated mill rate at this time is \$9.18 compared to \$9.56 a year ago. The revenue limit is anticipated to be \$4,604,046 compared to \$4,872,006 last year, a decline of \$267,959.

This is the first year we are completely **DEBT FREE**, with all building loans and WRS debt have been completely paid, thanks to excellent planning and foresight on the part of the school board.

Overall, I believe the 2011-12 school year to be reasonably stable financially, however, the cumulative effect of the cuts in state aid, as projected in the forecast model provided by PMA suggests we will experience increasing deficit spending that will force significant corrective measures in the upcoming years. This will be a major focus of attention by the school board as we move forward, not unlike the vast majority of school districts throughout our state. In recent articles from the Milwaukee Journal and

Capital Times, a preliminary study indicates that Wisconsin cut more dollars per student in state aid from 2010-11 to 2011-12 than any other state. The district will continue to monitor this cumulative effect on our long term operations to ensure the well-being of the school district. It is obvious we must consider new options for revenue sources or be forced to consider additional reductions to programs and staffing. This being said, your input and suggestions to our school board and administration are always welcome. Collectively, this school district and community have made enormous strides to place this district and our communities on a stable financial foundation despite many significant challenges. As we move forward, knowing we face these challenges together and we have your support and understanding is much appreciated by me and the school board

The Annual Budget Hearing and Annual School District Meeting will be held on Monday, September 26, 2011. The Budget Hearing will begin at 7:30 p.m. with the Annual Meeting immediately following the Budget Hearing. The 2011-2012 budget will be presented to the electorate at this time along with a review of the actual revenue and expenses for fiscal year 2010-2011.

The notice of the Budget Hearing and the Annual School District Meeting has been published in the local newspaper the Crawford County Independent and Kickapoo Scout. This information can also be found on the school's website at nortercrawford.com.

**NORTH CRAWFORD SCHOOL DISTRICT
PROPOSED BUDGET 2011-2012**

NOTICE IS HEREBY GIVEN To the qualified electors of the North Crawford School District that the budget hearing will be held in the Library Media Center of the K-12 Facility on the 26th day of September, 2011, beginning at 7:30 p.m. The summary of the budget is printed below. Detailed copies of the budget are available and may be viewed at the District Office at 47050 County Road X, Soldiers Grove, Wisconsin.

Dated this 9th day of September, 2011

GENERAL FUND	Audited 2009-2010	Unaudited 2010-2011	Budget 2011-2012
Beginning Fund Balance	2,551,019.00	2,608,897.00	2,650,154.00
Ending Fund Balance	2,608,897.00	2,650,154.00	2,618,581.00
REVENUES & OTHER FINANCING SOURCES			
Transfers-In (Source 100)	0.00	1,546.00	0.00
Local Sources (Source 200)	1,672,869.00	1,851,708.00	1,771,423.00
Inter-district Payments (Source 300 + 400)	156,766.00	140,811.00	207,493.00
Intermediate Sources (Source 500)	5,842.00	9,811.00	4,500.00
State Sources (Source 600)	3,197,112.00	3,425,786.00	3,189,036.00
Federal Sources (Source 700)	420,094.00	377,452.00	384,974.00
All Other Sources (Source 800 + 900)	26,041.00	77,468.00	48,589.00
TOTAL REVENUES & OTHER FINANCING SOURCES	5,478,724.00	5,884,582.00	5,606,015.00
EXPENDITURES & OTHER FINANCING USES			
Instruction (Function 100 000)	2,747,995.00	3,121,503.00	2,903,830.00
Support Services (Function 200 000)	1,839,304.00	1,912,346.00	1,932,876.00
Non-Program Transactions (Function 400 000)	833,547.00	809,476.00	800,882.00
TOTAL EXPENDITURES & OTHER FINANCING USES	5,420,846.00	5,843,325.00	5,637,588.00

SPECIAL PROJECTS FUND	Audited 2009-2010	Unaudited 2010-2011	Budget 2011-2012
Beginning Fund Balance	2,544.00	8,494.00	10,911.00
Ending Fund Balance	8,494.00	10,911.00	11,007.00
REVENUES & OTHER FINANCING SOURCES	947,122.00	1,050,954.00	1,033,273.00
EXPENDITURES & OTHER FINANCING USES	941,172.00	1,048,537.00	1,033,177.00

DEBT SERVICE FUND	Audited 2009-2010	Unaudited 2010-2011	Budget 2011-2012
Beginning Fund Balance	326,561.00	273,063.00	0.00
Ending Fund Balance	273,063.00	0.00	0.00
REVENUES & OTHER FINANCING SOURCES	363,274.00	195.00	0.00
EXPENDITURES & OTHER FINANCING USES	416,772.00	273,258.00	0.00

CAPITAL PROJECTS FUND	Audited 2009-2010	Unaudited 2010-2011	Budget 2011-2012
Beginning Fund Balance	0.00	0.00	0.00
Ending Fund Balance	0.00	0.00	0.00
REVENUES & OTHER FINANCING SOURCES	0.00	0.00	0.00
EXPENDITURES & OTHER FINANCING USES	0.00	0.00	0.00

FOOD SERVICE FUND	Audited 2009-2010	Unaudited 2010-2011	Budget 2011-2012
Beginning Fund Balance	44,463.00	37,643.00	48,208.00
Ending Fund Balance	37,643.00	48,208.00	35,364.00
REVENUES & OTHER FINANCING SOURCES	253,320.00	244,836.00	262,200.00
EXPENDITURES & OTHER FINANCING USES	260,140.00	234,271.00	275,044.00

COMMUNITY SERVICE FUND	Audited 2009-2010	Unaudited 2010-2011	Budget 2011-2012
Beginning Fund Balance	12,890.00	13,802.00	9,594.00
Ending Fund Balance	13,802.00	9,594.00	2,217.00
REVENUES & OTHER FINANCING SOURCES	9,463.00	7,584.00	8,500.00
EXPENDITURES & OTHER FINANCING USES	8,551.00	11,792.00	15,877.00

PACKAGE & COOPERATIVE PROGRAM FUND	Audited 2009-2010	Unaudited 2010-2011	Budget 2011-2012
Beginning Fund Balance	0.00	0.00	0.00
Ending Fund Balance	0.00	0.00	0.00
REVENUES & OTHER FINANCING SOURCES	0.00	0.00	0.00
EXPENDITURES & OTHER FINANCING USES	0.00	0.00	0.00

Total Expenditures and Other Financing Uses

ALL FUNDS	Audited 2009-2010	Unaudited 2010-2011	Budget 2011-2012
GROSS TOTAL EXPENDITURES -- ALL FUNDS	7,047,481.00	7,411,183.00	6,961,686.00
Interfund Transfers (Source 100) - ALL FUNDS	620,236.67	564,904.00	529,953.00
Refinancing Expenditures (FUND 30)	0.00	0.00	0.00
NET TOTAL EXPENDITURES -- ALL FUNDS	6,427,244.33	6,846,279.00	6,961,686.00
PERCENTAGE INCREASE -- NET TOTAL FUND EXPENDITURES FROM PRIOR YEAR	-2.88%	6.52%	-6.06%

PROPOSED PROPERTY TAX LEVY

FUND	Audited 2009-2010	Unaudited 2010-2011	Budget 2011-2012
General Fund	1,608,600.00	1,789,181.00	1,722,223.00
Referendum Debt Service Fund	246,731.80	0.00	0.00
Non-Referendum Debt Service Fund	2,736.45	0.00	0.00
Capital Expansion Fund	0.00	0.00	0.00
Community Service Fund	1,200.00	1,500.00	1,500.00
TOTAL SCHOOL LEVY	1,859,268.25	1,790,681.00	1,723,723.00
PERCENTAGE INCREASE -- TOTAL LEVY FROM PRIOR YEAR	9.05	-3.69%	-3.74%

The below listed new or discontinued programs have a financial impact on the proposed 2011-2012 budget:

DISCONTINUED PROGRAMS	FINANCIAL IMPACT
No longer any Debt Service to be paid. All debt has been paid	(\$273,258.00)
NEW PROGRAMS	FINANCIAL IMPACT
High Poverty Aid	\$32,275.00

NORTH CRAWFORD SCHOOL DISTRICT

**ANNUAL BUDGET HEARING
SEPTEMBER 27, 2010**

Board President Mary Kuhn called the Forty-Seventh Annual Budget Hearing for the North Crawford School District to order at 7:30 p.m. in the Library Media Center of the North Crawford School.

President Mary Kuhn noted that the Budget Hearing had been officially noticed.

A motion was made by Aaron Fortney, second was made by Tina Volden, to waive the reading of the minutes of the last Budget Hearing. A motion was made by Aaron Fortney, second was made by Terry O'Donnell, to approve the Minutes of the Forty-Sixty Annual Budget Hearing of September 28, 2009. Motion carried.

Administrator/Principal Dan Davies presented the anticipated budget for the 2010-2011 school year. Financial information for the past two years, 2008-2009 and 2009-2010, as well as the proposed budget for 2010-2011 were reviewed.

The revenue cap for the 2010-2011 school year was reviewed. The proposed levy for the 2010-2011 fiscal year is \$1,795,523.16 for all funds of the district. This tax levy represents an decrease of 3.43% over the 2009-2010 levy. State Aids for 2010-11 are projected to be \$3,078,676.00. The final figures for the revenue cap will not be determined until after the student enrollment count on the third Friday in September. This revenue cap figure will determine the tax levy for the District. The final figures for the state equalized aid may also change prior to the setting of the tax levy.

The estimated budget for the general fund for the 2010-2011 school year is estimated to be a balanced budget with \$5,968,845 in total receipts and expenditures in the General Operating Fund of the district.

The budgets in the other funds including Debt Service, Food Service, and Special Education were also reviewed and discussed.

Administrator Dan Davies reviewed the various tables included in the booklet showing the estimated receipts and disbursements. The enrollment history of the district was also reviewed.

There being no further business to come before the Budget Hearing, a motion was made by Miguel Morga, seconded by Aaron Fortney, to adjourn the Budget Hearing. Motion carried.

Respectfully submitted,

Michael Bedessem, Clerk

**NORTH CRAWFORD SCHOOL DISTRICT
FORTY-SEVENTH ANNUAL MEETING
SEPTEMBER 27, 2010**

s.120.10 Powers of Annual School District Meeting
s. 120.12 School Board Duties

The Forty Seventh Annual Meeting of the North Crawford School District was called to order by-President Mary Kuhn, immediately following the Budget Hearing. President Kuhn noted that the Annual Meeting had been officially noticed.

The first order of business was the election of a Permanent Chairperson of the Annual Meeting. A motion was made by Michael Bedessem, seconded by Miguel Morga to nominate Mary Kuhn as Chairperson for the Annual Meeting. Motion carried. A motion was made by Terry O'Donnell, seconded by Miguel Morga, to close the nominations and elect Mary Kuhn as Chairperson of the meeting. Motion carried.

A motion was made by Aaron Fortney, seconded by Tina Volden, to dispense with the reading of the September 28, 2009 Annual Meeting Minutes. A motion was made by Lynn Harden, seconded by Terry O'Donnell to approve the Minutes of the September 28, 2009, Annual Meeting as presented. Motion carried.

School Board Clerk Mike Bedessem read a summary of the letter from the school auditing firm of Hawkins, Ash, Baptie & Company, Certified Public Accountants. A motion was made by Richard Piehl, seconded by Aaron Fortney, to approve the Audit Report as presented. Motion carried. Complete audit information is available for further review at the District Administration Office during normal working hours.

School Board Treasurer Terry O'Donnell, presented the Treasurer's Report. A motion was made by Bob Severson, seconded by Tina Volden, to approve the Treasurer's Report as presented. Motion carried.

There was no Old Business to come before this meeting.

The first item under New Business was the adoption of the Resolution for short-term borrowing. A motion was made by Brandon Munson, seconded by Terry O'Donnell, to approve the following resolution. Motion carried and resolution was adopted.

Resolution

“WHEREAS The State Aids, as well as the taxes levied for the North Crawford School District will not be available until the latter part of the 2010-2011 school year, and

WHEREAS it may be necessary for the School District to borrow funds as necessary for the expenses until such aids and taxes are received,

NOW, THEREFORE, BE IT RESOLVED, That the North Crawford School Board et al, be authorized to borrow money up to its legal limit for the purpose of paying immediate and current expenses of operation of our school during the 2010-2011 school year.

A motion was made by Lynn Harden, second was made by Nancy Piehl, to increase the salaries of the members of the school board by \$100 each and to adopt the following resolution setting the salaries for the members of the School Board at the following rates:

“NOW, THEREFORE, BE IT RESOLVED by the electors of the North Crawford School District to set the 2010-2011 Board salaries at:

President	\$1050
Clerk	\$1050
Treasurer	\$100
All Others	\$950

Motion carried and the resolution was adopted.

The following resolution was presented for adoption:

Resolution

“NOW, THEREFORE, BE IT RESOLVED by the electors of the North Crawford School District to authorize payment of actual and necessary expenses of School Board Members when traveling outside the School District in performance of duties and the reimbursement of a School Board Member to be absent from his regular employment at per diem rate of \$50.”

A motion was made by Lynn Harden, seconded by Richard Piehl, to approve the resolution as presented. Motion carried and the resolution was adopted.

The resolution concerning the operation of a Food Service Program and prices for lunches and breakfast was presented.

	Gr. 7 – 12	Gr. K – 6
Daily Single Ticket	\$2.05	\$1.75
Daily Reduced Priced Lunches	\$0.40	\$0.40
Daily Student Breakfast	\$1.00	\$1.00
Daily Reduced –Priced Breakfast	\$0.00	\$0.00
Adult Lunch	\$3.00	
Adult Breakfast	\$1.50	
Milk Break Milk	\$20.00 per semester	

A motion was made by Aaron Fortney, seconded by Tina Volden, to adopt the following resolution and to set the lunch and breakfast prices as presented:

Resolution

“NOW, THEREFORE, BE IT RESOLVED by the electors of the North Crawford School District to furnish breakfast, lunches and milk to any and all students of the School District and to appropriate funds for that purpose.”

Motion carried.

A motion was made by Miguel Morga, seconded by Aaron Fortney, to approve the following resolution authorizing student and athletic insurance at a cost of \$6,651.75.

Resolution

“NOW, THEREFORE, BE IT RESOLVED by the electors of the North Crawford School District to provide student and athletic accident insurance for all students for the 2010-2011 school year.”

Motion carried and the resolution was adopted.

A motion was made by Terry O’Donnell, seconded by Aaron Fortney, to approve the following resolution for selling of personal property of the school district when no longer needed:

Resolution

“NOW, THEREFORE, BE IT RESOLVED by the electors of the North Crawford School District That the School District shall not sell nor dispose, except to a taxing body, or cause to be destroyed any School District Property, real or personal, with a possible value of \$500 or more, without first having the property appraised and after appraisal the offering of such property at a Public Competitive Sale. Also a Class Two Notice published in the local newspaper(s) shall be deemed sufficient notice for the purpose of the Competitive Sale.”

Motion carried and the resolution was adopted

A motion was made by Brandon Munson, seconded by Nancy Piehl, to approve the following resolution authorizing legal proceedings:

Resolution

“NOW, THEREFORE, BE IT RESOLVED by the electors of the North Crawford School District That the School Board is directed to provide for the prosecution or defense of any action or proceeding in which the School District is interested.”

Motion carried and the resolution was adopted.

A motion was made by Richard Piehl, seconded by Tina Volden, to approve the following Resolution authorizing transportation of students:

Resolution

“NOW, THEREFORE, BE IT RESOLVED by the electors of the North Crawford School District to provide transportation of all students residing in the District as required by said laws; to purchase, operate and maintain transportation vehicles; to purchase liability insurance for such vehicles; and to finance contracts for the use and services of such vehicles.”

Motion carried and the resolution was adopted.

The following resolution to provide for a tax levy for the 2010-2011 school year was presented for adoption:

Resolution

“BE IT RESOLVED By the electors of the North Crawford School District, Villages of Gays Mills, Bell Center, Mt. Sterling, Soldiers Grove, Towns of Clayton, Freeman, Haney, Marietta Scott and Utica, Crawford County; Town of Akan, Richland County; and Towns of Kickapoo and Franklin, Vernon County, Wisconsin; assembled in Annual District Meeting on the 27th day of September, 2010, a tax levy in an amount not to exceed the amount set by the revenue cap as stated by the Wisconsin Department of Public Instruction for General Fund, Community Service and Debt Retirement; and the School District Clerk is hereby directed to extend said levy to the several villages and towns of the said District as affected in accordance with proportionate valuation of said municipality as provided by Wisconsin Law in relation to the total Equalized Valuation for all areas of the North Crawford School District.”

A motion was made by Lynn Harden and seconded by Terry O'Donnell, approve the above stated resolution. The motion carried and the resolution was adopted.

A motion was made by Bob Severson, second was made by Richard Piehl, to approve the following Resolution Authorizing Conveyance of School Property:

RESOLUTION AUTHORIZING CONVEYANCE OF SCHOOL PROPERTY.

WHEREAS, the school district is the owner of real property more particularly described below; and

WHEREAS, the District has not occupied or used said property as it lies on the other side of a district line fence; and

WHEREAS, due to a resurvey and re-monumenting of property in the county, it is in the best interest of the District, to avoid the cost and expense of relocating fences and other potential issues, to convey the property described below to the adjoining landowner or his successors or assigns; and

WHEREAS, the school board has informed this meeting that said property is not needed for any school district purpose;

NOW, THEREFORE, BE IT RESOLVED BY THE ELECTORS OF THE NORTH CRAWFORD SCHOOL DISTRICT ASSEMBLED IN ANNUAL DISTRICT MEETING ON THIS 28TH DAY OF SEPTEMBER 2010, AS FOLLOWS:

1. This meeting hereby determines that the following described property is not needed by the district. The property not needed is hereby described as follows:

A parcel of land located in the Northeast Quarter of the Northeast Quarter, and in Government Lot 2, Section 11 Town 10 North, Range 4 West, Town of Clayton, Crawford County, Wisconsin, bound by the following described line;

Commencing at the Northeast Corner of Section 11, T10N, R4W; Thence S00°20'29"W, 993.51 Feet along the east line of the Northeast Quarter of said Section 11, to a ¾" iron rod set at the northeast corner of the South Half of the South Half of the Northeast Quarter of the Northeast Quarter of said Section 11, said point being the Point of Beginning of this description; Thence continuing S00°20'29"W, 21.01 Feet along the east line of the Northeast Quarter of said Section 11 to a ¾" iron rod set; Thence N89°50'17"W, 1322.49 Feet to an existing ¾" iron rod; Thence N00°07'04"E, 267.22 Feet to an existing ¾" iron rod on the southerly right of way line of Torgerson Road; Thence N77°09'30"E, 4.35 Feet along the southerly right of way line of

Torgerson Road, to the west line of the Northeast Quarter of the Northeast Quarter of said Section 11 and a ¾" iron rod set; Thence S00°17'21"W, 237.62 Feet along the west line of the Northeast Quarter of the Northeast Quarter of said Section 11 to the northwest corner of the South Half of the South Half of the Northeast Quarter of the Northeast Quarter of said Section 11 and a ¾" iron rod set; Thence S89°25'20"E, 1319.08 Feet along the north line of the South Half of the South Half of the Northeast Quarter of the Northeast Quarter of said Section 11 to the Point of Beginning.

Said Parcel containing 0.80 acres more or less.

2. This meeting hereby authorizes the conveyance of the above-referenced property and authorizes the school board to convey said property to the adjoining landowner upon such terms as deemed advisable by the board. The board is hereby authorized to execute any and all documents necessary to carry out the sale of the above-referenced property.

Motion carried and this resolution is hereby approved by the electors of the North Crawford School District this 28th day of September 2010.

Goals for Board of Education, Elementary/Jr. High and High School for the 2009-2010 school year were reviewed stating those goals accomplished during the past year. Also reviewed were the goals that are in place for the 2010-2011 school year for all areas.

There being no further business to come before the Annual Meeting a motion was made by Judy Powell, seconded by Tina Volden, to adjourn the meeting at 8:37 p.m. Motion carried and the meeting was adjourned.

Respectfully submitted,

Michael Bedessem, Clerk