

MINUTES

An Administrative Assistant from the District Office or the Board Clerk shall take the minutes of all Board meetings except Closed Sessions, in which the Clerk shall take the minutes (unless otherwise directed by the Board President). The Board Clerk shall review the minutes of regular and special Board of Education meetings. The minutes shall constitute the official record of proceedings of the Board and should include:

- A record of all actions taken by the Board, including the votes thereon
- A record of all transactions, orders, procedures and motions in full

Copies of the minutes shall be made available to all Board members prior to the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and shall be filed in the District Office. Except as otherwise provided, copies of the official minutes shall be made available to interested citizens upon request during regular office hours. The public may be denied access to closed session minutes to the extent authorized by state law.

Board meeting minutes shall be submitted for publication in the District's official newspaper within forty-five (45) days after the meeting. The approved minutes will also be posted on the district's webpage.

ADOPTION DATE: January 11, 2016

REVISION DATE(S): January 23, 2023

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE:

LEGAL REFERENCE: Wisconsin Statutes Section 19.21(6), Section 19.35(1), Section 19.85, Section 19.88, Section 120.11(4), Section 120.43(4)