

## MINUTES

A complete and accurate set of minutes of each Board meeting shall be kept by the Board Clerk or by an individual appointed by the Board of Education and posted on the District website upon approval. The minutes shall constitute the official record of proceedings of the Board.

A copy of all motions shall be carefully recorded in the minutes. The names of those who make motions, those who second motions and those who vote ayes and nays shall also be recorded in the minutes.

The minutes shall be approved by the Board and signed by the Board Clerk or designee as an action of the regular Board meeting. The official minutes shall be permanently kept by the District office. All records of the Board shall be available for public inspection.

The “unofficial” (not yet Board approved) minutes of the Annual Meeting shall be posted on the District Website in a timely manner. The “unofficial” minutes shall be replaced with the “official” Annual Meeting minutes upon approval.

The minutes of regular or special Board meetings shall be submitted for publication as prescribed by law.

LEGAL REF.:           19.21 - Wisconsin Statutes  
                               19.88 - Wisconsin Statutes  
                               120.11(4) - Wisconsin Statutes

CROSS REF.:           141 – Board Officers  
                               183 – Voting  
                               823 – Access to Public Records

**APPROVED:**       January 13, 1981  
                               February 12, 1985  
                               May 22, 1990  
                               January 15, 2007  
                               December 15, 2008  
                               September 15, 2014  
                               June 15, 2020  
                               **MARCH 25, 2024**