

**SERIES 100
BOARD OF EDUCATION**

184

BOARD MINUTES

Minutes of meetings of the Board shall be prepared by the Board Clerk, or his/her representative. The minutes shall constitute the official record of proceedings of the Board and should include:

1. A record of all actions taken by the Board, including the vote thereon.
2. A record of all transactions, orders, procedures and motions in full.

Copies of the minutes shall be prepared after each meeting of the Board for distribution to Board members.

The minutes shall be kept on file as the permanent official records of Board action. The minutes of regular and special Board meetings shall be a matter of public record. The Board Clerk shall act as custodian of the minutes and shall make them available to any citizen desiring to examine them during usual office hours of the district.

Minutes of all regular and special meetings of the Board shall be published on the district's website.

Closed Session Minutes

When the Board convenes in closed session, minutes of the closed session shall be recorded and entered into the official record book of the Board. At a minimum, the minutes of the closed session should include the general subject matter of any discussion. Action as a result of discussion in closed session shall be acted upon when the Board reconvenes to open session.

Although Board minutes are required to be disclosed upon request, the minutes of closed sessions may be withheld from the public if the reason for the closed session continues. The custodian of the minutes (the Board Clerk) must perform a balancing of interest test and should permit inspection in all cases except where there is a good and sufficient public interest reason which requires denial. As soon as the need to maintain confidentiality lapses, the proceedings of closed sessions must be published in accordance with state law.

Legal References: Sections 19.21 Wisconsin Statutes
 19.85
 120.11(4)
 120.17(3)

Cross Reference: 171, Regular Board Meetings
 171.2, Agenda Preparation and Dissemination
 173, Closed Sessions

183, Voting Methods

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