

184 MINUTES

The School District Clerk shall maintain, or cause to be maintained, complete written records of the meetings of the Board. These minutes shall include:

1. A record of all actions taken by the Board, with the vote of each member.
2. A record of all resolutions, 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 at the office of the District Administrator and made available to interested citizens during regular office hours.

Proceedings of each meeting shall be published on the District website within forty-five (45) days of the meeting.

For the purpose of publication, the minutes shall include the substance of every official motion taken by the Board at the meeting and a statement of receipts and expenditures in the aggregate.

LEGAL REFERENCE: Wisconsin Statutes, Section 19.21 (Custody and Delivery of Official Property and Records), 120.11(4) (School Board Meetings and Reports)

APPROVED: November 11, 2002

REVISED: December 21, 2020