

SERIES 100 – BOARD OPERATIONS

Operating Procedures – 180

Minutes of the Board Meeting (184)

The recording of the minutes of the meeting of the Board of Education shall be the duty of the Board Clerk. With approval of the Board Clerk, the Deputy Clerk appointed by the Board of Education may be responsible for the minutes of the meeting. Minutes of the preceding meeting or meetings shall be approved by the Board of Education and shall be signed by the Clerk as a routine item of business at a regular meeting. If the Board Clerk is absent from a meeting, the Deputy Clerk will sign the approved minutes of the meeting absented by the Board Clerk.

The official minutes shall be bound and kept in the school district's business office. There will also be a duplicate set of minutes maintained in the District Administrator's office. The minutes will be published in the official school district newspaper within forty-five (45) days after the meeting. Also, the approved minutes will be posted on the school district's web-site. The minutes of all regular and special meetings of the Board of Education will be available for public inspection.

Legal Reference: Wisconsin Statutes 19.21, 120.11(4)

Approved: 10/16/06