

## **184 MINUTES**

Board of Education meeting minutes shall include the following:

1. The classification (regular, adjourned or special), date, and place of meeting
2. The call to order stating time, person presiding, and his/her office
3. The record of the roll call of Board members
4. A notation of the presence or absence of the Superintendent and a notation of other administrative staff members
5. A record of any corrections to the minutes of the previous meetings and the action approving them
6. A record of all communications presented to the Board
7. A record of the hearing of all petitions of citizens
8. A record of any reports of Board or staff members
9. A record of each motion placed before the Board
10. Special marking to indicate policy matters

The minutes shall be filed permanently and indexed for reference purposes.

All reports requiring Board action, resolutions, agreements and other written documents may be made a part of the minutes by reference, and if so, shall be placed in the files as a permanent record.

### **Recording of Votes**

A Board member may request that his/her vote be recorded and with the approval of the other Board members, he/she may also append at that time a statement indicating the reason for his/her vote.

## **Use of Tape Recordings**

Tape recordings of Board meetings, if taken, shall be preserved and stored for a period of time no less than specified by state law. They are utilized as internal administrative tools by which the construction of the official minutes may be aided. The Board Secretary has the right to utilize such recordings in the construction and/or correction of the minutes. All usage by a Board member(s) must be in the office of the Superintendent with the Superintendent present. The recordings may not be taken from the Board office.

## **Public Access to Minutes**

The original copy of approved Board minutes may be shown to the public upon request in the presence of the Superintendent or any Board member, provided, however, that they shall not be removed from the Board office except by vote of the Board. Copies of approved minutes of open sessions shall be distributed by the Board Secretary to each school building in the District, the public library, and mailed to interested citizens on request, and shall be made available in accordance with state law.

LEGAL REF.: Sections 19.21 Wisconsin Statutes  
19.88  
120.11(4)  
120.43(4)

CROSS REF.: 823, Access to Public Records

APPROVED: November 11, 1974

REVISED: November 11, 1996  
December 11, 2000