

SCHOOL DISTRICT OF MAYVILLE

BOARD MINUTES

The minutes of Board of Education meetings shall be taken by an appointee of the Board. 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 made available to all Board members for review prior to formal Board approval in accordance with established procedures. The minutes shall become permanent records of the Board and shall be filed in the District Administrator's office. Except as otherwise provided, copies of the official minutes shall be made available to interested citizens upon request during regular office hours. The public may be denied access to closed session minutes in accordance with state law and Board policy.

Minutes of all Board meetings, except closed sessions, shall be published in the District's official newspaper within forty-five days after the meeting in accordance with state law and established procedures.

LEGAL REF.: Sections 19.21(7) Wisconsin Statutes
120.11(4)

CROSS REF.: 184-Rule, Procedures for Reviewing, Approving
and Publishing Board Minutes
823, Access to Public Records

APPROVED: August 24, 1966
ADOPTED: September 24, 1966
REVIEWED:
REVISED: 8/12/68, 1/7/71, 8/22/77, 12/23/91, 5/2/94,
12/4/95

Signatures of School Board Members: _____

