

Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of MEETING MINUTES (OPEN MEETING - old name)
Code	po0168.1
Status	
Adopted	August 20, 2018

0168.1 - ~~OPEN MEETING~~ MEETING MINUTES

The Clerk, or a temporary clerk appointed by the presiding officer, shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed by the Clerk which should ordinarily occur at the next regular meeting. The minutes shall include all votes taken at the meeting.

Proceedings of each meeting shall be published as a Class I notice within forty-five (45) days of the meeting. The notice shall also contain a listing of receipts and expenditures in the aggregate. There will also be a detailed record of all receipts and expenditures available for inspection at each regular Board meeting and upon written request.

The minutes shall be available for inspection at the Superintendent's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The official minutes shall be bound together by years and kept in the office of the Board ~~of Education~~.

~~Minutes of the preceding meetings shall be approved by the Board as its first order of business at its next regular meeting.~~

The minutes shall show only the date, time, place, members present, members absent, any actions taken open to the public, and the purpose or purposes for which a closed session is called. ~~action taken~~

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Legal 120.11, Wis. Stats.

Last Modified by Jennifer Hagemann on October 31, 2019