



Book	Policy Manual
Section	Second Reading by Board
Title	MEETING MINUTES
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#### 0168.1 - 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, **general subject matter**, 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; or by a person designated by the presiding officer 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 publicized on District website 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.

The minutes shall show the date, time, place, Board 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.

Minutes of the preceding meetings shall be approved by the Board at its next regular meeting.

Revised 9/6/19

T.C. 8/21/20

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Legal 19.88(3), Wis. Stats.  
120.11, Wis. Stats.

**Last Modified by Ellen Suckow on December 2, 2024**