

## **BOARD MINUTES**

**184**

Minutes of the proceedings of the Board of Education at the previous meeting(s) shall be prepared by the office of the Superintendent and presented to the Board for approval.

Minutes of the preceding meeting(s) shall be sent by the Superintendent to reach each Board member before the time of the next regular meeting along with an agenda for that meeting. Minutes of the preceding meeting(s) shall be approved by the Board and signed by the Clerk as the first item of business following the roll call at the regular meeting. The minutes so approved and signed shall then constitute the official minutes of the Board.

The official minutes, orders, resolutions, and records of other proceedings shall be bound and kept in the office of the Superintendent of Schools. The official minutes of all regular and special meetings of the Board shall be published in the designated District newspaper in accordance with state law.

All records of the Board shall be available to citizens for inspection in the office of the Superintendent of Schools.

*Ref: Wisconsin Statute 120.11(4)*  
*Wisconsin Statute 120.43(4)*  
*Chapter 19, Subchapter II*

*Approved: May 17, 2010*