

MINUTES

1. Minutes of the proceedings of the Board's previous meeting(s) shall be prepared by the Clerk.
2. The minutes of the preceding meeting(s) shall be approved by the Board, and signed by the President and the Clerk as the first act of the regular meeting.
3. A copy of all motions shall be carefully recorded. The names of those who make motions and those who second motions shall be recorded. Any member may ask for a roll call vote. The President will vote last on all motions.
4. The official minutes shall be bound and kept in the District Office.
5. The School Board's minutes shall be printed in the Independent Register (local newspaper) within forty-five days after the meeting. The proceedings must include the substance of every official action of the Board, and a statement of all receipts and expenditures in excess of \$100.00 (except salaries) may be listed in aggregate.

All proceedings of the Board of Education shall be available to citizens for inspection in the District Office by request to the Superintendent.

LEGAL REF: WI. ST. 120.11 (1) and (4)

Adopted: _____

Last Revision: January 8, 2003

Last Review: September 14, 2016
