

BOARD MINUTES

The Board Secretary shall prepare copies of the minutes of all regular and special Board of Education meetings and see to their publication in accordance with state law. All such meeting minutes shall be approved by the appropriate body according to state statutes. Ad hoc committee minutes shall also be prepared in accordance with state statutes.

The minutes shall include the following:

- a. The title of the meeting, including the name of any Board committee;
- b. The time, date and place of the meeting;
- c. A description of any action taken at the meeting;
- d. The names of the Board members that are in attendance, or are excused or absent from the meeting;
- e. The title of any reports presented.

A statement of receipts and expenditures in the aggregate shall also be included in the minutes of Board meetings submitted for publication.

The minutes shall not present value judgments as to any reports or presentations made at the meetings and shall not attempt to include a comprehensive description of all the discussion engaged in at the meetings. Any Board member may have the privilege of correcting or clarifying his/her statements in the minutes.

An original set of each meeting's minutes bearing the name of the presiding officer of that meeting shall be kept on file in the central administrative offices. The minutes of Board meetings will be distributed to each Board member prior to the next Board meeting. The minutes of Board meetings held in open session shall be forwarded to the West Allis Public Library, selected public media organizations and selected community organizations. The minutes of regular or special Board meetings held in executive session will be dealt with in accordance with state law provisions.

Additional copies of Board minutes are available for public examination at the administrative offices in accordance with Board policy and established procedures.

LEGAL REF.: Sections 120.11(4) Wisconsin Statutes
120.43(4)
Chapter 19, Subchapters II and IV

CROSS REF.: 187, Public Participation at Board/Committee Meetings
823, Access to Public Records

APPROVED: June 1, 1981

REVISED: June 9, 1992
November 14, 1995
September 23, 2002
April 12, 2010