

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

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**BOARD MINUTES**

The Board Clerk or his/her designee shall record the minutes of regular and special meetings of the Board and enter the approved minutes into the official Board minutes record book. The minutes shall constitute the official record of proceedings of the Board and should include:

1. A record of all actions taken by the Board, including the vote thereon.
2. A record of all transactions, orders, procedures and motions in full.

Copies of the minutes shall be made available to all Board members prior to the next regular meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and shall be filed in the District Office. Except as otherwise provided, copies of the official minutes shall be made available to interested citizens upon request during regular office hours. The public may be denied access to closed session minutes to the extent authorized by state law.

LEGAL REF:     Section   19.88   Wisconsin Statutes  
                                  120.43(4)  
                                  Chapter 19, Subchapter II

CROSS REF:     151, Board Policy Development  
                                  171.2, Agenda Preparation and Dissemination  
                                  173, Closed Sessions  
                                  183, Voting  
                                  824, Public Access to Records

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