

**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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