

MINUTES OF SCHOOL BOARD MEETINGS

Policy 184

Waunakee Community School District

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The Board Clerk shall cause a complete and accurate set of minutes to be recorded for each regular and special meeting of the Board of Education, including closed sessions. The minutes shall constitute an official record of each Board meeting. At a minimum, the minutes shall:

1. Clearly identify the date, time, and location of the meeting and the Board members who were in attendance at the meeting;
2. Create a record of all official actions of the Board, including but not limited to actions approved by unanimous consent and a sufficient detailing of the official actions approved by a single motion under any consent agenda;
3. Record all motions made at the meeting, identify the Board member making and seconding each motion (if any), and provide a sufficient record of the votes and any voting abstentions on each motion; and
4. Record the presiding officer's announcement that precedes each vote to convene in closed session.

The minutes shall not present the recorder's personal value judgments or opinions. Except to the extent necessary to create an adequate record of a quasi-judicial or due process hearing (e.g., recording the minutes of an expulsion hearing), or as part of documenting violations of decorum and any sanctions, or as otherwise directed by the Board, the minutes of a Board meeting shall not attempt to include a transcript or a summary of speaker comments or of the Board's discussion.

Copies of proposed meeting minutes shall be made available to all Board members prior to the Board meeting at which the minutes are to be approved. By making a motion to amend the minutes, Board members may propose corrections to the minutes for purposes of clarity and/or accuracy. Proposed minutes and any proposed amendments thereto shall be approved by the Board through a formal motion or by unanimous consent.

Once approved, an official copy of the approved minutes of each meeting shall be signed by the Board Clerk and entered into the official record of Board proceedings, along with official copies of related orders, resolutions, and any other proceedings from the meeting.

Copies of the minutes of all open session meetings shall be posted on the District's website. With such exceptions as are permitted by the Public Records Law (e.g., in certain cases, closed session minutes or specific portions thereof), the minutes of Board meetings shall otherwise be open to public inspection.

The proceedings of each Board meeting shall be published or publicized, per the requirements of state statutes, within 45 days after the meeting.

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Legal References:

Wisconsin Statutes

Section 19.21(6)	[retention of public records; generally]
Section 19.35(1)	[right to record inspection and authority to potentially deny access to closed session meeting records under specified conditions]
Section 19.85	[closed session meetings]
Section 19.88	[taking and recording motions and votes; public inspection]
Section 120.11(1)	[duty of clerk to record minutes of regular and special meetings]
Section 120.11(4)	[dissemination of the proceedings of board meetings]
Section 120.15(5)	[duty of president to see that minutes of meetings are properly recorded, approved, and signed]
Section 120.17(3)	[duty of clerk to enter minutes, orders, resolutions, and other proceedings into the board's official records]
Section 985.01	[definitions of "proceedings" and "substance" of official action]

Cross References:

WASB PRG 184 Sample Policy 1

Adoption/Revision Dates:

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March 1994
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