

## SCHOOL DISTRICT OF SHOREWOOD

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### BOARD MINUTES

The Board Clerk or designee shall prepare an accurate set of minutes to be recorded for each Regular, Special, and Closed meeting of the Board of Education. The minutes shall constitute the official record of proceedings of the Board and include the substance of all actions taken by the Board at the meeting.

Meeting minutes shall include the following:

- The title of the meeting, including the name of any Board committee.
- The time, date and place of the meeting.
- Names of the Board members that are in attendance, or are excused or absent from the meeting.
- The essential elements of every official action taken at the meeting, including the subject matter of a motion, persons making and seconding the motion, and a record of the vote taken on the motion.
- The minutes shall not present value judgments as to any reports or presentations made at the meeting and shall not attempt to include a complete description of all the discussion engaged in at the meeting.

Copies of the proposed minutes shall be made available to all Board members prior to the Board meeting at which the minutes are to be approved. Board members shall have the opportunity to offer corrections to the minutes for clarification purposes and accuracy, however, cannot make corrections to the minutes that actually change what took place at the meeting. The minutes shall be approved by the Board through a formal motion or by unanimous consent.

Once approved, the minutes shall become official records of the Board and be maintained in the Superintendent's Office

and shall be made available to the public upon request. Board minutes shall also be posted in accordance with state law and established District procedures.

Closed Session Minutes

When the Board convenes in closed session, the minutes of the closed session shall include the purpose of the meeting and qualifying exemption under state law for meeting in closed session, and also include a record of any official action taken during the closed session, including the vote thereon.

Although Board meeting minutes are required to be disclosed upon request, the minutes of closed sessions may be withheld from the public if there is a specific demonstration that there is a need to restrict public access at the time the request is made. It shall be the responsibility of the Superintendent, as the designated legal custodian of district records, to make this determination on a case-by-case basis. In making this determination, the Superintendent shall weigh the public interest in disclosure of the minutes against the public interest and public policies and laws against disclosure. As soon as the need to maintain confidentiality lapses, closed session minutes shall be made public in accordance with state law.

LEGAL REF.: Sections 19.21(6) Wisconsin Statutes  
19.35(1)  
19.85  
19.88  
120.11(4)  
120.43(4)

CROSS REF.: 150, Regular, Special, and Closed School Board Meetings  
150.2, Agenda Preparation and Dissemination  
160, Rules of Order  
810, Access to Public Records

APPROVED: June 26, 2012  
REVISED: October 25, 2016