

<b>SCHOOL DISTRICT OF GREEN LAKE POLICY</b>	<b>184 – Board Minutes</b>
	<b>Board Operations</b>

**184 – Board Minutes**

The official written minutes of the Board of Education will reflect action and any comments that a particular Board Member wishes to have recorded. Written minutes shall be kept in the District Office and shall be made available to any citizen desiring to examine them during the regular office hours.

The Board Secretary, a district employee, shall record the minutes of all Board open session meetings, and the Board Clerk shall record the minutes of the closed session meetings.

The minutes shall be transcribed following any regular or special meeting and distributed to each board member as soon as possible.

The written minutes shall be recorded in a permanent record book. The President and Clerk of the Board of Education shall sign each set of minutes upon approval of the Board. (120.15 and 120.17)

Minutes of any regular or special meeting shall be approved at the next regular meeting of the Board of Education following such regular or special meeting.

In accordance with State statutes, the proceedings of all regular and special board meetings will be published within forty-five (45) days after the meeting in the district designated newspaper or district newsletter, and may also be published in the district newsletter or website.

**LEGAL REF.:** Wis. Stat. 120.11; Sections 19.85 and 19.88 of the Wisconsin Statutes  
**CROSS REF.:** 141, Board Officers; 170, Board Meetings; and, 823, Access to Public Records.