

**Board Minutes**

The Board Clerk shall keep, or cause to be kept, a detailed and accurate set of minutes for each Board meeting. Minutes shall be maintained in an official record book designated for such purpose.

Results of all motions, each member's vote taken during a roll call vote shall be recorded in the minutes.

Minutes shall constitute the official record of proceedings of the Board and shall be open to public inspection during regular school office hours.

The minutes of all Board meetings shall be printed and published within forty-five (45) days of the meeting in the Banner Journal.

Board minutes guidelines shall be developed.

LEGAL REF.: Sections 120.11 (4) Wisconsin Statutes  
120.17

CROSS REF.: 184-Rule, Board Minutes Guidelines

APPROVED: October 17, 1988