

School District of Black River Falls

**School Board Policy 184-Rule**

**Board Minutes Guidelines**

1. The minutes of each Board meeting shall include the following:
  - a. The classification (regular, adjourned or special), date and place of the meeting.
  - b. The call to order stating the time, the name of the person presiding at the meeting and his/her office.
  - c. The record of the roll call of Board members.
  - d. A notation of the presence or absence of the district administrator and a notation of the presence or absence of other staff members.
  - e. A record of any corrections made to the minutes of the previous meeting and the action approving the minutes.
  - f. A record of all communications presented to the Board, if any.
  - g. A record of the hearing of all petitions of citizens, if any.
  - h. A record of any reports of Board or staff members.
  - i. A record of each motion placed before the Board.
  - j. A special notation of policy matters addressed by the Board, if any.
  - k. The ayes and nays of individual Board members if any voting is not unanimous.
2. The minutes shall be permanently filed and indexed for reference purposes.
3. All reports requiring Board action, resolutions, agreements and other written documents may be made a part of the minutes by reference and placed in the files as a permanent record.
4. A Board member may request that his/her vote be recorded and, with the approval of other Board members, add a statement indicating the reason for his/her vote.

APPROVED: January 21, 1980

REVISED: October 17, 1988