

Board Minutes

Code #184.00

Regular/Special Board Minutes -- Minutes of meetings of the Tri-County Area School District Board shall be prepared by the Board Clerk or his/her delegate. The minutes shall constitute the official record of proceedings of the Board and should include:

1. A record of all actions taken by the Board, including the vote thereon.
2. A record of all transactions, orders, procedures and motions in full.

Copies of the minutes shall be made available to all Board members prior to the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and be filed in the central office. Minutes shall be made available for inspection by interested citizens in accordance with established procedures.

The minutes of all regular and special meetings of the Board shall be posted in several locations throughout the District. Lengthy documents, except as required by law, may be attached to the foot of the minutes with proper identification incorporated into the body of the minutes. These attachments need not necessarily be published, but shall be preserved as official records of the District in the District Administrator's Office.

Closed or Executive Session Minutes -- When the Board convenes in closed or executive session, minutes of the meeting shall be recorded and entered into the official record book of the Board. At a minimum, the minutes of the closed or executive session should include the general subject matter of any motions, the persons making and seconding such motions, and the results of any votes taken, including any roll call votes.

Although normally Board minutes are required to be disclosed upon request, the minutes of closed sessions may be withheld from the public under certain circumstances in accordance with the requirements of state law. In such cases, the custodian of the minutes may deny inspection of minutes of a closed session. As soon as the need to maintain confidentiality of those minutes ends, minutes should be made available in accordance with state law.

Legal Reference: Sections 19.21, 19.88. 120.11(4), Wisconsin Statutes

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