

The Board Secretary shall prepare the minutes of all meetings of the School Board and its standing committees. The meetings shall be audio tape recorded for the purpose of preparing the minutes.

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 or committee 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 of the meeting may include a summary of Board or committee member comments regarding specific topics under discussion and minority opinions, but only when specifically directed by the presiding officer of the meeting or requested by Board or committee members present at the meeting.
- A brief description of the title and substance of any reports presented at the meeting.

Copies of the meeting minutes shall be distributed to each Board member prior to the meeting at which the minutes are to be approved. Once approved, the minutes shall become official records of the Board and be maintained in the District Office. The proceedings of regular and special Board meetings shall be submitted to the official school district newspaper for publication in accordance with state law. Board minutes shall also be posted on the District's website and be made available to the public upon request at the District Office, except as provided below.

### 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 normally 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 District Administrator, as the designated legal custodian of district records, to make this determination on a case-by-case basis. In making this determination, the District Administrator 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 References:

### Wisconsin Statutes

[Section 19.21\(6\)](#) [retention of public records]

[Section 19.35\(1\)](#) [right to record inspection and authority to deny access to closed session meeting records under specified conditions]

[Section 19.85](#) [closed session meetings]

[Section 19.88](#) [taking and recording of votes]

[Section 120.11\(4\)](#) [publishing the proceedings of board meetings]

[Section 120.43\(4\)](#) [publishing the proceedings of board meetings – *include this reference only if classified as a unified school district*]

**Adoption Date: 11/13/17**