

The Board Secretary shall prepare the minutes of all meetings of the School Board.

Meeting minutes shall include the following:

1. The title of the meeting, including the name of any Board committee
2. The time, date and place of the meeting
3. Names of the Board members or committee members that are in attendance, or are excused or absent from the meeting
4. The Call to Order starting time, name and office of presiding chair
5. The reading of public notice
6. A record of any corrections to the minutes of the previous meetings and the action approving them
7. 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. Written documents may also be made a part of the minutes by reference, and if so, shall be placed in the files as a permanent record.
8. A brief description of the title and substance of any reports presented at the meeting.
9. The time of adjournment
10. The date, time, and place of the next regularly scheduled Board meeting.

As per the Wisconsin Records Retention Schedule, the minutes shall be filed permanently.

The proceedings of a school board meeting shall be published within 45 days after the meeting as a class 1 notice, under ch. [985](#), in a newspaper published in the school district, if any, or publicized by school district-wide distribution prepared and directed by the school board and paid out of school funds. If there is no newspaper published in the school district, the proceedings shall be posted or published as the school board directs.

LEGAL REF.: 19.21, 19.35(1), 19.85, 19.88, 120.05(3), 120.11(4)Wisc. Statutes

APPROVED: 10/01/12