

The Board Clerk shall cause a complete and accurate set of minutes to be recorded for each regular and special meeting of the School Board. The minutes shall constitute the official record of proceedings of the Board and include the substance of all actions taken by the Board at the meeting, including the subject matter of any motion, the persons making and seconding the motion, and the votes taken on the motion.

The minutes shall not present value judgments as to any reports or presentations made at the meeting and shall not attempt to include a complete description of all the discussion engaged in at the meeting.

Copies of the proposed minutes shall be made available to all Board members prior to the Board meeting at which the minutes are to be approved. Board members shall have the opportunity to offer corrections to the minutes for clarification purposes and accuracy, however, cannot make corrections to the minutes that actually change what took place at the meeting. The minutes shall be approved by the Board through a formal motion or by unanimous consent.

Once approved, the minutes shall become official records of the Board and will be maintained in the District Office. Except as otherwise specifically provided, copies of the minutes shall be posted on the District's website and made available to any citizen upon request during regular office hours. Board meeting minutes shall be posted at the Altoona City Hall, Altoona Post Office, School District Office and school offices or published in such other way as required by law.

The public may be denied access to closed session minutes to the extent authorized by state law.

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

CROSS REF.: 141, Board Officers

ADOPTED: 10/01/12