

Minutes of the Meetings of the Board of Education

No. 184
(A) 4-14-82
(R) 4-13-92
(R) 10-14-13

A. Minutes - Regular Meetings/Special Meetings

The minutes of meetings shall become permanent records of the board and shall be filed at the central school district office and made available to interested citizens during regular office hours.

The school district clerk shall maintain, or cause to be maintained, written records of the meetings of the board. The minutes shall include the meeting place, time and date, and names of those present including non-members who make presentations. The minutes must also include the substance of the affairs of the board meaning an intelligible abstract or synopsis of the essential elements of the official action taken by the Board, including the subject matter of each motion, the names of members making and seconding the motion and the roll call vote on the motion. Minutes shall also record the essential of any written documents which are a part of the discussion or deliberation and any other materials the clerk may deem pertinent to the purpose for which the meeting was called.

Minutes shall be reviewed and approved by the Board at a subsequent regular Board meeting. Copies of the minutes shall be made available to all Board members prior to the meeting at which they are to be approved.

B. Minutes - Annual Meeting

The School District Clerk shall copy, or cause to have copied, the annual meeting report, with action taken thereon, and all other proceedings of the annual meeting in full in the school district record book.

C. Minutes - Executive Session

Minutes shall be recorded and maintained for all executive sessions and shall include all elements of regular session minutes plus the reason or purpose of the closed session.

Minutes of executive sessions will be reviewed at the next appropriate executive session and changes/corrections will be noted, if necessary, by the Board of Education clerk.

D. Publication of Minutes

The minutes of Board meetings shall be published in a manner determined by the Board. Such publication shall occur within 45 days of the meeting.

Regarding the publication of closed session minutes, an intelligible abstract of the proceedings shall be published in such form as to preserve the truthfulness of the minutes but at the same time preserving closures as to the portions of the report if the public interest demands continued confidential treatment.

Legal References: 120.11(3)(4)
120.43(4)