



Book	Policy Manual
Section	0000 Bylaws
Title	Copy of OPEN MEETING
Code	po0168.1
Status	
Adopted	November 2, 2009
Last Revised	December 2, 2019

0168.1 - **MEETING MINUTES**~~OPEN MEETING~~

The Clerk, or a temporary clerk appointed by the presiding officer, shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed by the Clerk or by a person designated by the Presiding officer which should ordinarily occur at the next regular meeting. The minutes shall include all votes taken at the meeting.

Proceedings of each meeting shall be publicized as directed by the ~~School~~ Board and paid out of school funds within forty-five (45) days of the meeting. The notice shall also contain a listing of receipts and expenditures in the aggregate. There will also be a detailed record of all receipts and expenditures available for inspection at each regular Board meeting and upon written request.

The minutes shall be available for inspection at the District Administrator's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The official minutes shall be bound together by years and kept in the office of the Board ~~of Education~~.

Minutes of the preceding meetings shall be approved by the Board at its next regular meeting.

The minutes shall show only the names of Board members in attendance an action(s) taken.

Revised 12/2/19

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Legal	120.11, Wis. Stats.
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