

BOARD OF EDUCATION MINUTES

OFFICIAL

The minutes of the public meetings of the Board of Education shall include the following:

1. The classification (regular, adjourned or special), date and place of meeting.
2. The call to order starting time, person presiding and their office.
3. The record of attendance of Board of Education members.
4. A record of any corrections to the minutes of the previous meetings and the action approving them.
5. A record of communications related to agenda items and presented to the Board of Education as part of the agenda; also a record of all communications presented at a Board of Education meeting.
6. A record of the hearing of all petitions of citizens.
7. A record of any reports of Board of Education members or staff members.
8. A record of all actions taken by the Board of Education, including the vote thereon.
9. A record of all motions in full; also a record of all reports/resolutions/orders/agreements/procedures requiring Board of Education action in full or by reference, and if by reference, shall be so placed and/or filed so as to become a part of a permanent record.
10. All minutes once approved by the Board of Education, are signed by the Board of Education clerk.

The minutes shall be permanently filed.

RECORDING OF VOTES

A member may request that their vote be recorded with a statement indicating the reason for their vote.

RECORDING AND PUBLICATION

The proceedings of all meetings shall be published within forty-five days of the meeting in the official newspaper of the District. Results of all motions shall be recorded in the minutes.

USE OF VIDEO TAPING

Video Tape recordings of Board of Education meetings shall be preserved and stored for a minimum period of 90 days after the minutes have been approved and published. They are not official records of the Board of Education; they are utilized as internal administrative tools by which the construction of the official minutes may be aided.

CLOSED MEETING MINUTES

When the Board of Education convenes in closed session, minutes of the meeting shall be recorded and entered into the official record book of the Board of Education. At a minimum, the minutes of the closed session should include the general subject matter of the meeting and/or any motions, the persons making and seconding such motions, and the roll call vote.

Although normally Board of Education minutes are required to be disclosed upon request, the minutes of closed sessions may be withheld from the public if the reason for the closed session continues. The custodian of the minutes must perform a balancing of interest test and should permit inspection in all cases except where there is a good and sufficient public interest reason which requires denial. As soon as the need to maintain confidentiality lapses, the proceedings of closed meetings must be published in accordance with State law.

Legal Ref: 19.21(7), 120.11(4), 120.43(4) WSS
Cross Ref: 823 Access to Public Records
Adopted: 12/18/78
Revised: 04/08/96
02/14/05
06/14/10
01/26/15