

## **MINUTES OF PROCEEDINGS**

- A. The clerk of the school district shall be the official custodian of the records and shall have authority to appoint deputy custodians.
- B. Minutes of the proceedings of the Board of the previous meeting shall be delivered to the Board members in advance of the subsequent meeting.
- C. Minutes become official after approval by the Board.
- D. Minutes will be descriptive of the meeting and will include a reference to items discussed regardless of the action taken.
- E. Minutes need not be read publicly, provided the Board members have had an opportunity to review them.
- F. The official minutes of all Board meetings will be maintained in the office of the district administrator.
- G. The official Board minutes shall be published after the minutes are approved at a regular Board meeting conforming with state statute.

## **MINUTES OF CLOSED MEETINGS**

- A. Minutes shall be recorded and maintained for all closed meetings.
- B. The last agenda item of any closed session shall be a review of the items discussed during said session and determination made by a majority vote of those present of the confidentiality of each item.
- C. Minutes of closed meetings may be approved by Board members by motion in an open meeting by approving the written minutes as received.
- D. Minutes of closed meetings may contain a resolution providing for approval at the time of adoption and may be approved by the signature of the School Board President attested to by the School Board Clerk.
- E. It shall be the ongoing responsibility of the deputy custodian of the minutes to review previous closed meeting minutes for public release and report to the Board for necessary action.
- F. It is recognized that the minutes of some closed meetings should be kept confidential for a period of time. The Board may direct at a later date to provide disclosure after the requirements of confidentiality are no longer applicable.
- G. Minutes of closed meetings shall be kept in a minute book separate from the minutes of the open meetings.

LEGAL REFERENCE: Wisconsin Stats. 19.21, 120.11(4), 120.13(28)

CROSS REFERENCE: Policy #173 – Closed Sessions