

Policy #: 184
SCHOOL DISTRICT OF WEBSTER
Date Adopted: May 17, 2011
Date Revised:
Policy Title: Minutes

- I. Minutes of Proceedings
 - a. The minutes of the preceding meeting(s) shall be read and approved by the Board.
 - b. A copy of all motions shall be carefully recorded.
 - c. In order to give vital information to the public, significant discussions and minority opinions may be entered in the minutes.
 - d. The official minutes of the annual meeting shall be bound and kept in the office of the Administrator of schools and published according to 40.28(3).

Cross Reference:

Legal Reference: Wisconsin Statutes

- [Section 19.21\(6\)](#) [retention of public records]
- [Section 19.35\(1\)](#) [right to record inspection and authority to deny access to closed session meeting records under specified conditions]
- [Section 19.85](#) [closed session meetings]
- [Section 19.88](#) [taking and recording votes]
- [Section 120.11\(4\)](#) [publishing the proceedings of board meetings]