

## BOARD MINUTES

A complete and accurate set of minutes of each Evansville Community School District Board of Education meeting shall be kept by the Board Clerk or designee. They shall constitute the official record of proceedings of the Board including:

- A record of all action taken by the Board, with the vote of each member.
- A record of all resolutions, orders, procedures and motions.

Copies of the minutes shall be made available to all Board members prior to the meeting at which the minutes are to be approved.

The minutes on motions and voting (including minutes of closed session) are subject to public inspection to the extent authorized by the Public Records Law.

The minutes of any regular or special Board meeting shall be submitted for publication within forty-five days after the meeting. The minutes shall become permanent records of the Board and shall be filed in the District Office with the District Administrator and posted on the District web site.

Each committee chair shall be responsible for making sure that minutes are recorded for each committee meeting and for submitting a copy of the minutes to the District Office with the District Administrator and to each Board member.

Legal Ref.: Sections 19.21(6) Wisconsin Statutes (Custody and Delivery of Official Property and Records)

19.35(1) (Access to Records; Fees)

19.85 (Exemptions)

19.88 (Ballots, Votes and Records)

120.11(4) (School Board Meetings and Reports)