

**MINUTES OF SCHOOL BOARD MEETINGS**

The proceedings of a School Board meeting shall be published in the form of minutes within 45 days after the meeting. The minutes shall include the substance of every official action taken by the School Board at the meeting and include a statement of receipts and expenditures made by the school in the aggregate. The minutes will be posted in the display case outside the school for seven days following approval by the Board of Education. The minutes will be available on the district website for public inspection and a copy provided upon request.

References: Wisconsin Statutes: 19.88, 120.11(4), 120.43(4)

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**APPROVED:** June 22, 1999  
**REVIEWED:** November 9, 2006  
**EDITED:** October 17, 2007, December 21, 2009, May 16, 2012  
**REVISED:** December 17, 2012

Confirmed by: \_\_\_\_\_, President

\_\_\_\_\_, Clerk