**WALWORTH POLICY: 184**

**BOARD MINUTES**

The Board Clerk shall cause to be kept complete and accurate records of all Board of Education meetings. These minutes, as official records, shall be maintained permanently.

The minutes shall constitute the official record of proceedings of the Board of Education and shall include:

1. A record of all actions taken by the Board, including the vote thereon.

2. A record of all transactions, orders, procedures and motions in full.

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 shall become permanent records of the Board of Education and shall be filed in the District Office. Minutes will be made available to the public on the District’s website and all proceedings from the meeting printed in the District’s officially designated newspaper after they have been officially approved. Any duplication copy of the minutes shall be charged a fee, established by the Board of Education, for reproduction of records.

Walworth Joint School District #1 does not discriminate in admissions to any school, class, program, or activity on the basis of sex, gender identification, race, national origin, creed, pregnancy, marital or parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

LEGAL REFERENCES: Wisconsin Statutes 19.21(7) and 120.11(4)

**POLICY APPROVED: October 21, 1991**

POLICY REVISED: December 16, 1998

September 22, 2014

September 27, 2017