

A complete and accurate set of minutes of each St. Croix Central School Board meeting shall be kept, or cause to be kept, by the Board Clerk. The minutes shall constitute the official record of proceedings of the School Board and should include:

1. A record of all actions taken by the School Board, including the vote thereon.
2. A record of all resolutions, 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 School Board, shall be filed in the District Office, and posted on the district's website.

The minutes of any regular or special Board meeting shall be published in the designated official newspaper within 45 days after the meeting.

Closed Meeting Minutes

When the Board convenes in closed session, minutes of the meeting, shall be recorded and entered into the official record book of the School Board. At a minimum, the minutes of the closed session should include the general subject matter of any motions, the persons making and seconding such motions, and the roll call vote.

Although, Board minutes are normally required to be disclosed upon request, the minutes of closed sessions may be withheld from the public if the reason for the closed session continues. The custodian of the minutes must perform a balancing of interest test and should permit inspection in all cases except where there is a good and sufficient public interest reason which requires denial.

LEGAL REF: Wisconsin Statutes Section 19.21, Section 19.88, Section 120.11(4)

Policy Adopted: February 2, 2015