
Policy Title: **BOARD OF TRUSTEES MEETINGS**

Notification

District Board meetings are public meetings and open to the public in accordance with Chapter 19, *Wis. Stats.*

Pursuant to Section 19.84(3), *Wis. Stats.*, public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given. In no case may the notice be provided less than 2 hours in advance of the meeting.

Every public notice of a Board meeting shall set forth the time, date, place, and subject matter of the meeting, including that intended for consideration at any contemplated closed session per Section 19.84(2) *Wis. Stats.*

Minutes

The President, under the direction of the secretary of the Board, shall keep, or cause to be kept by the assistant to the Board, complete records of all actions (motions and resolutions) of the Board meetings through the minutes.

The minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the secretary of the Board upon approval.

Board Records

The President shall maintain a permanent record of the minutes of all Board meetings and shall provide each Board member with copies of the minutes, agenda, current budget information, policies adopted by the Board, and any other reference information.

Adopted: 10/21/14

Reviewed: 11/15/16, 11/20/18, 11/21/23

Revised: