

## SCHOOL DISTRICT OF BAYFIELD

## BOARD MINUTES

The Board of Education minutes shall constitute the legal record of proceedings of the Board. Minutes shall be taken by a school district employed secretary. This allows all Board members to give full attention to the business at hand.

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 and shall be filed in the District Administrator's office. Copies of the official minutes shall be made available to interested citizens upon request during regular office hours.

Minutes shall be submitted for publication in the Bayfield County Journal within forty-five days of a meeting in accordance with state law requirements.

LEGAL REF:           Section       19.21 (7)       Wisconsin Statutes  
  120.11 (4)

CROSS REF:           Policy 823     Access to Public Records

APPROVED: September 13, 1993

REVIEWED: December 6, 2007