



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## Board Minutes

Minutes of meetings of the Board shall be prepared by the Board Clerk or his/her delegate. The minutes shall constitute the official record of proceedings of the Board and should 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 4 business days prior to the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and be filed in the central office with the District Administrator. Minutes shall be made available for inspection by interested citizens in accordance with established procedures.

The minutes of all regular and special meetings of the Board shall be published in the official newspaper and posted on the district website. Lengthy documents, except as required by law, may be attached to the foot of the minutes with proper identification incorporated into the body of the minutes. These attachments need not necessarily be published, but shall be preserved as official records of the district.

LEGAL REF.: Sections 19.21 Wisconsin Statutes  
19.88  
120.11(4)

CROSS REF.: Policy #822 - Access to Public Records

APPROVED: February 9, 1989  
REVISED: October 24, 1996  
APPROVED: November 14, 1996  
REVISED: May 8, 2014  
APPROVED: June 12, 2014