

SCHOOL DISTRICT OF WAUPACA

SERIES 100 BOARD OF EDUCATION

CODE: 184

MINUTES

The preparation of the minutes of the proceedings of the Board of Education meetings shall be arranged by the Secretary of the Board of Education. The secretaries initials shall be typed on the minutes in the lower left hand corner of the last page.

Minutes of the preceding meeting or meetings shall be delivered or mailed by the District Administrator's Office to each Board of Education members at least twenty-four (24) hours prior to the regular meeting.

Minutes of the preceding meeting or meetings shall be approved by the Board of Education and shall be signed by the Clerk and President as a routine item of business at a regular meeting.

The official minutes shall be bound and kept in the Office of the District Administrator.

The official minutes of all regular and special meetings of the Board of Education shall be available for public inspection.

ADOPTED: 071376

REVISED:

REVIEWED: 091592

LEGAL REFERENCE: 102.11(4) Wis. Stats.

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.