

**FILE: BDDG**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b>	<b>March 20, 1979</b>	<b>FILE SECTOR:</b>	<b>BOARD GOVERNANCE &amp; OPERATIONS</b>
<b>DATE REVISED:</b>	<b>May 14, 1991</b>	<b>POLICY TITLE:</b>	<b>MINUTES</b>
<b>DATE REVISED:</b>	<b>March 17, 2003</b>		
<b>DATE REVISED:</b>	<b>March 18, 2010</b>		
<b>DATE REVIEWED:</b>	<b>April 25, 2016</b>		

The Medford Area Public School District Board of Education designee, delegated by the board president and clerk will keep, or cause to be kept, complete and accurate records of school board meetings.

Minutes will be considered for approval at the following regular board of education meeting. Any additions or corrections will be made and the minutes will be published as amended.

The minutes will become permanent records of the board of education and will be in the custody of the board of education designee. The official minutes and those financial records which become a part of the district's official audit may not be removed from the board of education office except upon authorization of the designee of the board of education.

Since board of education records are public records, minutes will be made available to interested citizens upon request. Costs may be charged as prescribed in Policy (KBA).

In accordance with state law, the proceedings of all board of education meetings will also be published within 45 days after the meeting in the official newspaper.

**CROSS REFERENCE: BD, KBA, & KBG**

**LEGAL REFERENCE: §19.21, 19.88, 120.11(1)(4), 120.15(5), 120.17(3), & 985.01 Wis. Stats.**