

**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>DATE REVISED:</b>	<b>March 17, 2003</b>	<b>POLICY TITLE:</b>	<b>MINUTES</b>
<b>DATE REVISED:</b>	<b>March 18, 2010</b>		
<b>DATE REVIEWED:</b>	<b>April 25, 2016</b>		
<b>DATE REVISED:</b>	<b>December 20, 2021</b>		

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

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

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

Since BOE 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 BOE 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.**