

Hortonville Area School District

Title: Minutes of Board Meetings	Date Adopted: 4/9/79	Policy No. 2010
	Date Revised: 1/27/03	Page 1 of 1
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Policy Statement:

The Board of Education will approve and maintain an accurate record of all meetings through its minutes.

Rationale:

Minutes of the Board of Education meetings serve as a reference point for all formal actions.

Scope: District-wide

Responsibility: Board of Education

Implementation:

The Board of Education shall charge its clerk, committee chair or designee with the recording and safekeeping of the minutes. They are available to the general public for examination and they shall be retained as a permanent record of the District in the Superintendent's Office.

Associated Information: Wisconsin State Statute 120.11
Wisconsin State Statute 120.17(3)

President

Bill Mumph

Date 10/6/08

Clerk

Paul D. Thomas

Date 10/6/08