BOARD OF DIRECTORS

Series 200

Policy Title: School Board Minutes

Code Number: 204.12

The Board shall record and maintain minutes of Board meetings. The minutes shall be preserved in accordance with Board Policy and state law.

It shall be the responsibility of the Board Secretary to keep the minutes of the Board meetings. The minutes of each meeting shall include as a minimum the following items: a record of date, time, place, members present, action taken and the vote of each member, with financial records of receipts and expenditures attached. The information shall be submitted within two weeks of the meeting to a newspaper for official publication. The permanent records of the Board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next Board meeting will be available for inspection after the Board Secretary transcribes notes and has made them available to Board members.

Committee Minutes

Committee minutes shall be kept in accordance with Board Policy and state law.