

MINUTES

The minutes of the meetings of the Board shall include the following:

1. The classification (regular, adjourned, or special) date, and place of meeting.
2. The call to order stating time, person presiding, and his/her office.
3. The record of the roll call of Board members.
4. A notation of the presence or absence of other present including but not limited to: the Superintendent, Principal, Treasurer and community members.
5. A record of any corrections to the minutes of the previous meetings and the action approving them.
6. A record of all communications presented to the Board.
7. A record of the hearing of all petitions of citizens.
8. A record of any reports of Board members or staff members.
9. A record of each motion placed before the Board.
10. Special marking to indicate policy matters.

The minutes shall be permanently filed and indexed for reference purposes.

All reports requiring Board action, resolution, agreements, and other written documents may be made a part of the minutes by reference, and placed in the files as a permanent record.

1. Recording of Votes:

A member may request that his/her vote be recorded, and with the approval of the other members, he/she also may append at that time a statement indicating the reason for his/her vote.

APPROVED: BOARD OF EDUCATION

DATE: June 14, 1988

REVISED: November 15, 2016