

# Board Policy

Code No. 215.E1

## BOARD MEETING MINUTES

Since the official minutes of the Board are the only basic legal record, it is important that they be recorded with extreme care and completeness. The Board Secretary shall follow the following guidelines in writing board minutes:

With respect to format the following is offered as a guideline:

1. The minutes should be typewritten on single sheets of durable white paper.
2. Pages should be numbered.
3. Each item of business should have a brief topical heading in the margin and motions should be annotated.
4. All minutes should be signed by the proper officers of the board.
5. The original minutes-book should be secured in a file at the central administration office.
6. Board minutes are also posted on the District's web site.

With respect to content, the minutes should show the following:

1. The place, date, and time of each meeting.
2. The type of meeting--regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.
6. The late arrival of members, by name.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the preceding meeting.
9. Complete information as to each subject of the Board's deliberation and action taken.
10. The maker and seconder of the motion, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
11. Complete text of all board resolutions, numbered consecutively for each fiscal year.
12. A record of all contracts entered into, with the contract documents kept in a separate file.
13. A record of all change orders on construction contracts.
14. All employment changes, including resignations and terminations.
15. A record, by number, of the bills on account approved by the Board for payment.
16. A record of all calls for bids, bids received, and action taken thereon.
17. Approval of all transfers of funds from one budgetary fund to another.
18. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minute book along with the minutes.
19. Board policy and administrative guides should be made a part of the minutes by exhibit.
20. Adoption of textbooks and instructional materials, establishment of bus routes by the Board for the school year as well as the school calendar should become a part of the minutes.
21. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.
22. A record of all delegations appearing before the Board and a record of all petitions.
23. Annually the record should indicate that the books of the Treasurer and Secretary and the Certified Annual Report have been examined and approved subject to audit.
24. The election or appointment of board officers.
25. The appointment of auditors to examine the books.

At the annual or organizational meeting, in odd-numbered years, the minutes should reflect the following:

26. Appointment of a temporary chairperson if not specified in policy.
27. Oath of office administered to newly elected board members.
28. Nominations taken for the office of President and Vice-President.
29. Election of the President and Vice-President, the votes and the oath of office administered to the President and Vice-President.
30. A resolution naming depositories along with the maximum deposit for each depository.

In the absence of the Board Secretary, an administrative staff person will be appointed as the Acting Board Secretary to record the meeting minutes.

*Approved: May 20, 1996*

*Reapproved: February 3, 1997  
February 3, 2003  
June 19, 2006  
January 11, 2010  
February 3, 2014*

*Revised & Approved: July 10, 2000  
September 18, 2001  
August 23, 2010*