

MINUTES

The board shall keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings and other required records of the board.

The Board of Education of the Waterloo Community School District designates the Board Secretary as the individual responsible for maintaining recordings and detailed minutes of closed sessions, as well as minutes of all other meetings of the board.

The minutes of each board meeting shall include as a minimum the following items:

- a record of the meeting date, time, and place;
- a record of members present and absent;
- a record of any action taken and the vote of each member; and
- the schedule of bills allowed shall be attached.

This information shall be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. 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 at the Education Service Center after the board secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

Detailed minutes and recordings of closed sessions will be kept for a period of at least one year from the date of that meeting.

Minutes regarding real estate transactions shall be available for public examination when the transaction discussed is completed. The minutes shall be retained for a period of one year following the conclusion of the transaction.

The board secretary shall present to the board, on a regular basis, a listing of those recordings or minutes designated for destruction. All minutes or recordings approved by the board will be destroyed. Those not approved will be preserved and brought back to the board for review at a future date.

Legal Ref.: Iowa Code §§ 21, 22; 279.8, .35, .36; 291.6, .7; 618.3 (2013).
281 I.A.C. 12.3(1).

Cross Ref.: 206.1 Appointed Board Officials
210.0 Meetings of the Board of Education
214.0 Reporting Board Meeting Business

ADOPTED: 9/83
4/87
2/12/90
4/26/93
2/14/00
11/12/07
4/9/12
1/9/17

Reviewed: 2/93, 1/5/00, 10/2/03, 10/4/07, 3/7/12, 12/1/16

POLICY