

BOARD MEETING MINUTES

Because the official minutes of the Board of Education are the only legal record, it is important that they be recorded with care and completeness. While there are no legal requirements for the contents of board minutes other than those stated in policy 212.0 (*Minutes*), the board secretary may use the following guidelines in recording board minutes:

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 late arrival of members, by name.
5. The departure of members before adjournment, by name.
6. Time of both the call to order and adjournment.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the preceding meeting(s).
9. Complete information as to each subject of the board's deliberation and the 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. If a roll call vote is required, the name of the board member and his/her vote should be recorded.
11. Complete text of all board resolutions.
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 or terminations.
15. A record, by number, of the bills of account approved by the board for payment.
16. A record of 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 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. At the annual meeting each year 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, the minutes should reflect the following:

1. Appointment of a temporary chairperson if not specified in policy.
2. Oath of office administered to newly elected board members.
3. Nominations taken for the office of president and vice-president.
4. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
5. The resolution to pay bills when the board is not in session.
6. A resolution to automatically disburse payroll along with a roster of all employees under contract.
7. A resolution naming depositories along with the maximum deposit for each depository.
8. Resolution authorizing the use of a check protector and signer and the proper control of the signer.
9. Motion designating a member or a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.

With respect to content, the minutes of closed sessions shall show the following:

1. The place, date, and time of the meeting.
2. Members present and members absent, by name.
3. The motion made in the open meeting, including the legal reference to enter into closed session.
4. The roll call vote of each member.
5. The time the closed session began and ended.
6. The following applies only to minutes of closed sessions:
 - a. The records and written minutes shall be kept for one year from the date of the meeting.
 - b. The detailed minutes and recordings shall be sealed and shall not be public records open to public inspection.
 - c. The minutes and recordings shall only be available to board members or opened upon court order in an action to enforce the requirements of the open meetings law.

Cross Ref: 210.0-R Closed Sessions

ADOPTED: 4/6/17

Reviewed: 4/6/17