

Policies of the Board of Education

Section B School Board Governance and Operations

MINUTES

200.24

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The School District Clerk shall maintain, or cause to be maintained, complete written records of the meetings of the Board. These minutes shall include:

1. A record of all actions taken by the Board, with the vote of each member.
2. A record of all resolution, orders, procedures and motions in full.

Copies of the minutes shall be made available to all Board members prior to the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and made available to interested citizens during regular office hours.

Adopted by the School Board November 8, 1993