

Board Minutes

The minutes of board meetings shall be a brief synopsis, but shall record all actions taken by the board. The superintendent of schools shall review the rough draft of the minutes to determine if all necessary items have been included.

The format of the minutes shall follow the pattern of the agenda for the meeting.

Copies of the minutes of a meeting shall be sent to the members of the board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the president and secretary of the board.

After adoption, the minutes are to be permanently stored as official board records on hard copy.

Any item required by law to be entered with the minutes shall be entered.