

## BOARD MINUTES

Purpose: To provide guidelines for keeping and maintaining Board minutes.

Policy: 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 received by the Board. The minutes shall be preserved in accordance with Board policy, "School District Records."

The Board secretary shall keep the minutes of the school board meetings. The minutes of each meeting shall include as a minimum the following items: a record of date, time, place, Directors present, action taken and the vote of each Director, with financial records of receipts and expenditures attached. This information shall be published within two weeks of the meeting in a newspaper designated as a newspaper for official publication. 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 shall be available for inspection after the Board secretary transcribes the notes and has made them available to Directors.

Legal Reference: Iowa Code, Chapter 21.3.

Approved 1-16-89

Reviewed 2/19/01

Reviewed 11/7/05

Revised 8/3/09

Reviewed 2/4/13