Minutes Regulation

Content: Official minutes of the Board of Education will record all action taken by the Board. A record of discussions will be made only when directed by the Board.

Style: Official minutes will be typed in paragraph form.

Marginal Notation: Official minutes will be marginally noted to ease and to facilitate reference use.

Paging: Official minutes will be recorded on press-type pre-numbered pages.

Approval: Minutes of all Board meetings shall be reviewed by all members of the Board and acceptance by vote at the next regular meeting of the Board

Revision: All revisions in Board minutes are to be recorded prior to their acceptance by the Board and such revisions are to be made manually, dated, and initialed by the Clerk.

Signing: All Board minutes are to be signed, in ink, by the Clerk of the Board, or in his/her absence at the meeting, by the Clerk Pro-tem, when typed in their final form and accepted by the Board.

Filing: All minutes of the Board are to be placed in hard binding covers and indexed.

The bound minutes are to be kept in the school vault, or in fire/theft resistant Cabinet, never to be purposely destroyed.

NOTE: Prior manual, Section 1216

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Revised & Approved By
B.O.E. 4/26/89