

MINUTES OF BOARD MEETINGS

The superintendent, as Board secretary, shall be responsible for the preparation and publication of all minutes of regular and special meetings of the Board, and of all committee meetings, and for maintaining official copies at the Board's office.

The minutes of each Board and committee meeting shall be published in a newspaper selected by the Board, following annual public advertisement and bid. Minutes of School Board meetings shall be published within 10 days of the particular meeting. Minutes of committee meetings shall be published within 10 days of their approval by the School Board.

Copies of Board and committee meetings shall be mailed to each member of the Board.

The official copy of the Board minutes shall be signed by the president of the Board and by the superintendent, as secretary. They shall incorporate the minutes of the committee meetings on which the Board took action.

The minutes shall be kept at the office of the Board and shall be made available to any citizen or organization desiring to examine them. Such examination of official copies must be made during regular office hours and at the Board office.

Adopted prior to 1975

Revised: date of manual adoption

Recording of Absences.

When a Board member is absent from a meeting for reasons of illness or because he is on school business elsewhere, the reason for his absence shall be recorded in the minutes.

Adopted 8/21/74