

## **Code No. 215.1E1 BOARD MEETING MINUTES**

Since the official minutes of the board are the only basic legal record, it is important that they be recorded with extreme care and completeness. The board secretary will follow the following guidelines in writing board minutes:

With respect to content, the minutes should show the following:

1. The place, date, and time of each meeting.
2. The type of meeting--regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.
6. The late arrival of members, by name.
7. Approval, or amendment and approval, of the minutes of the preceding meeting.
8. Complete information as to each subject of the board's deliberation and the action taken.
11. The maker and seconder of the motion, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
12. Complete text of all board resolutions, numbered consecutively for each fiscal year.
13. A record of all contracts entered into, with the contract documents kept in a separate file.
14. A record of all change orders on construction contracts.
15. All employment changes, including resignations or terminations.
16. A record, by number, of the bills of account approved by the board for payment.
17. A record of all calls for bids, bids received, and action taken thereon.
18. Approval of all transfers of funds form one budgetary fund to another.
19. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minute book along with the minutes.
20. Board policy and administrative guides should be made a part of the minutes by exhibit.

21. Adoption of textbooks and establishment of bus routes by the board for the school year as well as the school calendar should become a part of the minutes.

22. A record of all delegations appearing before the board and a record of all petitions.

23. The election or appointment of board officers.

24. The appointment of auditors to examine the books.

At the organizational meeting in September/October, the minutes should reflect the following:

25. Appointment of a temporary chairperson if not specified in policy.

26. Oath of office administered to newly elected board members.

27. Nominations taken for the office of president and vice-president.

28. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.

29. The resolution to pay bills when the board is not in session.

30. A resolution to automatically disburse payroll along with a roster of all employees under contract.

31. A resolution naming depositories along with the maximum deposit for each depository.

32. Resolution authorizing the use of a check protector and signer and the proper control of the signer.

33. Motion designating a member or a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.

34. Voting rotation when a roll call vote is used if so desired by the board.

**First Reading: March 19, 2018**

**Second Reading: April 9, 2018**