

~~9110 — MINUTES OF MEETINGS~~

The minutes of the regular and special meetings of the School Board shall include:

1. The classification (regular or special), date, and place of meeting.
2. The call to order, stating time, person presiding, and his/her office.
3. The record of the roll call of School Board members.
4. A notation of the presence or absence of the Superintendent. A notation of other high ranking staff members and visitors present.
5. A record of any corrections to the minutes of the previous meetings and the action approving them.
6. A record of all communications presented to the School Board.
7. A record of the hearing of all petitions of citizens.
8. A record of any reports of School Board members or staff members.
9. A record of each motion placed before the School Board including the member making the motion and the member seconding, if any. On motions requiring other than a majority of those present for passage, the ayes and noes shall be recorded by name.
10. Special marking to indicate policy matters.

The minutes shall be permanently filed and indexed for reference purposes. The minutes of component districts making up the Unified District shall be permanently filed along with any index available for them.

All reports requiring School Board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference and, if so, shall be placed in the School District file as a permanent record.

Legal Reference: ~~MSA 123.33~~

Adopted: ~~06-09-1970 ISD 709~~

Revised: ~~06-08-1976~~

~~06-20-1995~~

~~09-15-1998 ISD 709~~