

SECTION: LOCAL BOARD PROCEDURES

TITLE MINUTES

ADOPTED: August 18, 2014

REVISED: January 16, 2017

FORMERLY 1500

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

006.1B AR MINUTES

An accurate record of the proceedings of each Board meeting shall be kept by the secretary or office staff. This record shall be written in the form of legal minutes and distributed to the members of the Board, and be made available to interested citizens within a reasonable time following each regular and special meeting of the Board.

The minutes of the last regular and special meetings occurring since the last regular meeting shall be considered at each regular meeting of the Board. The minutes may be approved and adopted; or corrected by addendum and approved and adopted as corrected. Following the approval of the minutes, they shall be entered in the book of minutes of the Board in chronological order of the Board meeting.

The minutes shall include at least the following information:

- Date, time and place of meeting.
- Type of meeting (regular or special).
- Persons present:
 - Board members by name.
 - School staff, by name.
 - An approximate count of people present who do not address the Board.
 - Others who address the Board by name.
- An accurate statement of each motion with the names of its maker and seconder, and a tally, by name, of Board members who voted for and against. (A unanimous vote may be so stated with the understanding that all Board members present and voting were listed under board members by name.)
- Correspondence to the Board
- Recommendations of the Superintendent as to policies, appointments, programs, expenditures, and personnel action.
- A list of expenditures authorized by the Board.
- Such other items as may be required by law or by the prudential judgment of the Board.

REVIEWED 12/05/00, 10/17/05