

Board Meeting Minutes  
ISBA Code: 1306

The minutes of board meetings shall be a brief synopsis, but shall record all actions taken by the board. The minutes of the board meetings open to the public shall include the following information:

1. The date, time and place of the meeting
2. The members of the board recorded as either present or absent
3. The general substance of all matters proposed, discussed, or decided
4. A record of all votes taken by individual members if there was a roll call
5. Any additional information required by state law authorizing a school board to conduct a meeting using an electronic means of communication

The superintendent of schools shall review the rough draft of the minutes to determine if all necessary items have been included and the draft is accurate.

The format of the minutes shall follow the pattern of the agenda for the meeting.

Copies of the minutes of a meeting shall be sent to the members of the board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the president and secretary of the board.

After adoption, the minutes are to be permanently stored as official board records on hard copy.

Any item required by law to be entered with the minutes shall be entered.

Executive session minutes shall include only the following information:

1. The date, time, and place of the meeting.
2. The members of the board recorded as either present, absent, or participating electronically.
3. Identify the subject matter considered by specific reference to the enumerated instance or instances for which public notice was given.

The board shall certify by a statement in the minutes that no subject matter was discussed in the executive session other than the subject matter specified in the public notice of the executive session.

Legal Reference: IC 5-14-1.5-4(b)&(c)  
IC 5-14-1.5-6.1(d)  
Board Adopted: August 8, 1994  
Board Revised: June 9, 2008;  
September 13, 2023