

MINUTES

The Treasurer promptly prepares, files and maintains minutes of the regular and special meetings of the Board. Meeting minutes contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decisions and reflect the general subject matter of discussions in executive sessions.

The Board reads, makes necessary corrections and approves the minutes of each meeting at the next regular meeting of the Board.

Provided the Treasurer sends a copy of the minutes of the last Board meeting to Board members at least two days prior to the date of the next regular meeting of the Board, the Board waives the reading of its meeting minutes. Copies of meeting minutes are also made available to the public and news media.

Approved minutes are signed by the President and attested to by the Treasurer as to the accuracy of the information contained. The attestation is not an authorization of any action taken or not taken during the meeting. Approved minutes are filed in the Treasurer's office in a book and are open to public inspection as a public record of the District.

[Adoption date: August 6, 1991]

Revised: September 19, 2018
March 18, 2020
July 19, 2023
October 16, 2024

Legal References

ORC 121.22(C)
ORC 149.43
ORC 3313.26

Cross References

BCE - Board Committees
BD - School Board Meetings
BDC - Executive Sessions
BF - Board Policy Development and Adoption
KBA - Public's Right to Know