

## **BCAC: Minutes**

The Business Manager shall keep a complete record of the meetings of the Board. The minutes should be as brief as possible but record all action taken by the Board. *The Business Manager may record meetings electronically, using either audio or videotape. The tapes shall be used for the purpose of ensuring accuracy of the written minutes. Except in the case of executive sessions where tapes are required, the tapes will not be considered the official record of the meeting and may be reused after the written minutes have been transcribed and approved.*

The minutes shall be kept in an official minute book and in addition to the items required by law, shall include:

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1. Whether it is a regular or special meeting.
  2. Approval of the minutes of the preceding meeting or meetings.
  3. The name of all person who speak before the Board and the topic of their remarks.
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The format and style of the minutes should follow the pattern of the agenda for the meeting. The Board President and Business Manager shall sign the minutes following approval.

School Board minutes shall be retained permanently.

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BCAA: Board Meeting Agenda and Pre-Meeting Preparation

BCAD: Executive Session