

## Governance of the Board

### Minutes

The Secretary of the Board of Trustees shall ensure minutes are kept for all meetings of the Trustees. Copies of the preceding meeting minutes shall be made for distribution to the Trustees and included on the agenda for the next regular meeting. The official minutes of the Board of Trustees meetings and the master copy of the policy manual shall be kept in the Head of School's Office. Minutes shall be made available to the public for inspection within seven days after each meeting.

### Recording of Votes

Motions or resolutions shall be recorded as having passed or failed, and votes will be recorded.

### Maintaining the Minutes

The minutes of meetings of the Board of Trustees shall contain the following when appropriate:

- a. The date, place, and type of meeting;
- b. Trustees present and trustees absent, by name;
- c. Call to order;
- d. Arrival of tardy trustees by name and time;
- e. Departure of trustees by name before adjournment, or if absent when any agenda items are acted upon;
- f. Record of written notice of special meetings;
- g. Record of items of business to be considered at future regular or special meetings;
- h. Approval or amended approval of the minutes of preceding meetings;
- i. Information as to each subject of the trustees' deliberations;
- j. Complete information as to each subject including the roll call record of the vote on a motion, if not unanimous;
- k. All Board of Trustees' resolutions in complete context;
- l. A record of all contracts entered into during Board of Trustees meetings;
- m. All employment decisions, resignations or terminations of employment;
- n. Adoption of the annual budget;
- o. Financial report;
- p. A record of all important correspondence;
- q. A record of the Head of School's report to the Board of Trustees;
- r. Adoption of all policies;
- s. A record of all delegations appearing before the Board of Trustees;
- t. Adoption of the annual school calendar; and
- u. Approval of job descriptions for Administrators.

Policy Adopted: August 25, 1992  
Policy Updated: January 19, 2021

The Woodstock Academy  
Woodstock, Connecticut