



Capital School District

Board of Education Policy

Section: Board Governance
Title: Board Minutes
Policy #: 100-13
Date Approved: 06/20/12
Date Revised: 03/27/12

Purpose:

The following policies shall be those of the Capital School District Board of Education concerning the official minutes of all meetings.

METHODOLOGY

Records of the Board of Education shall be taken by the executive secretary, or his designee, at each and every meeting. A copy of all motions shall be carefully recorded in these minutes with the names of all Board of Education members who made and seconded motions. When the vote is not a unanimous vote, a roll call will be conducted.

The official minutes shall be bound and shall be kept in the Office of the Board of Education. The Board of Education, therefore, shall not transact any business outside of the regular or special meetings of the Board of Education, where official minutes are to be taken.

No member shall have the power to act in the name of the Board of Education outside of Board of Education meetings unless authorized by the Board of Education to do so.

All resolutions introduced shall be recorded in their entirety. Discussions shall be summarized to best reflect the intent of those discussing an issue. The minutes shall accurately record decisions made by the Board of Education. However, the minutes do not reflect, and are not intended to reflect completely, the type and quality of deliberations involved in the arrival of these decisions.

Any Board member may request that his/her statement be made a part of the record in its entirety.

DISTRIBUTION OF MINUTES

All records of school business so transacted shall be available to citizens for inspection at the Board of Education offices. Records may be copied or photographed, but are not to be taken from the administrative office for such purposes. Copies of minutes may be requested and will be issued according to Board Policy 200-15, Freedom of Information.

Tentative minutes (those not officially approved by the Board since their last regular session) shall be made available when necessary for Board members and the administration within fourteen calendar days.

Highlights of all Board of Education meetings will also be constructed by the Superintendent of Schools and shall be made available to all news media. Highlights of Board of Education action may also be incorporated into the Capital School District newsletter (whenever possible.)

APPROVAL OF BOARD MINUTES

Minutes of past board meetings shall be formally approved at the next regular session of the Board of Education by a majority of the Board of Education membership. Any correction, addition, deletion or rewording the Board of Education members might desire to be added, should be added at this time. (Minutes so approved become official Capital School District documents.)