

MINUTES

The minutes of the meetings of the Board constitute the written record of Board actions. The Chief Financial Officer records in the minutes of each meeting all actions taken by the Board. In the absence of the CFO, the Board shall choose from among its members a Treasurer pro tempore who shall be responsible for the minutes.

Minutes shall specify: the nature of the meeting (regular or special), time, place, members present, approval of minutes of the preceding meeting or meetings, the complete record of official actions taken by the Board, communications other than at executive sessions, business transacted and a record of the adjournment. Minutes should only record the general subject matter of discussion at executive sessions. The minutes shall include the motion, the name of the member making the motion and the name of the member seconding the motion and record the vote as required by law.

The minutes shall be signed by the Board Chair and attested to by the Chief Financial Officer, following approval of the minutes by the Board.

The official minutes shall be kept by the Chief Financial Officer, who shall, after approval by the Board, make them available for inspection upon request, pursuant to the provisions of O.R.C. § 121.22.

[Adopted October 4, 2001]; [Revised May 26, 2009]; [Reviewed October 22, 2019]

LEGAL REFERENCES

ORC 121.22; 149.43; and 3313.26

CROSS REFERENCES

Board Policy BCE, Board Committees

Board Policy BD, School Board Meetings

Board Policy BDA, Executive Sessions

Board Policy KBA, Request for Information by Community