

Descriptor Term:

BCBH

MINUTES OF BOARD MEETINGS

ISSUE DATE: **9-7-95**

The minutes of the meetings of the school board are the written record of all proceedings of the board. Therefore, the minutes shall include:

1. The date, time, and place of the meeting
2. The members present and absent
3. An accurate recording of any final actions taken at such meeting
4. A record by individual member of any votes taken at such meeting
5. Any other information that the School Board requests to be reflected in the minutes
6. Approval of the minutes of the preceding meeting(s)
7. A record of any closed determination/executive session
8. A record of adjournment
9. Signature of the President of the Board, attested by the Secretary of the Board

Minutes shall be kept on file in the office of the Superintendent and shall be made accessible for public review.

Minutes shall become official when adopted by the board at the next regular meeting or within thirty (30) working days, whichever occurs later.

A copy of the minutes for each meeting shall be sent to each member of the Board of Education.

LEGAL REF: Mississippi Code, Section 25-41-11 (1981); Section 37-6-9 (1987); Section 37-9-14 (6) (1991)