

MINUTES

The minutes of Board meetings constitute the written record of Board action. Therefore, the Treasurer shall record in the minutes of each meeting all actions taken by the Board.

Full and accurate minutes must contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decisions.

The minutes shall be signed by the Board President and attested by the Treasurer as to the accuracy of the information contained, following their approval by the Board at a subsequent meeting. The attestation is not an authorization of any action taken or not taken during the meeting.

As permitted by law, the reading of the minutes at Board meetings may be waived, provided that copies of the minutes have been distributed to all members of the Board at least two days prior to the date of the next succeeding meeting and that copies of such-minutes are made available to the public and news media.

The approved, official minutes shall be kept the office of the Treasurer who, after they have been read and approved by the Board, shall make them available to the public and news media upon request during normal office hours. Copies of the approved minutes shall be provided at a cost.

[Adoption date: August 14, 2001]

[Re-adoption date: May 11, 2015]

[Re-adoption date: November 12, 2018]

[Re-adoption date: June 15, 2020]

LEGAL REFS.: ORC 121.22
149.43
3313.26

CROSS REFS.: BCE, Board Committees
BD, School Board Meetings
KBA, Public's Right to Know