



Book	Policy Manual
Section	Section B: School Board Governance And Operations
Title	Minutes
Code	BDDG
Status	Active
Adopted	September 28, 1989
Last Revised	July 25, 2023
Prior Revised Dates	09/18/2000, 10/23/2018, 4/28/2020

Minutes

The Treasurer promptly prepares, files and maintains minutes of the regular and special meetings of the Board. Meeting minutes contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decisions and reflect the general subject matter of discussions in executive sessions.

Provided the Treasurer sends a copy of the minutes of the last Board meeting to Board members at least two days prior to the date of the next succeeding meeting of the Board, the Board waives the reading of its meeting minutes. Copies of meeting minutes are also made available to the public and news media.

Approved minutes are signed by the President and attested to by the Treasurer as to the accuracy of the information contained. The attestation is not an authorization of any action taken or not taken during the meeting. Approved minutes are filed in the Treasurer's office in a book and are open to public inspection as a public record of the District.

Legal [ORC 121.22\(C\)](#)
[ORC 149.43](#)
[ORC 3313.26](#)

Cross References [BCE - Board Committees](#)
[BD / BDA / BDB - School Board Meetings/Regular Board Meetings/Special Board Meetings](#)
[BDC - Executive Sessions](#)
[BF - Board Policy Development and Adoption](#)
[KBA - Public's Right to Know](#)