

**SEVEN HILLS CLASSICAL ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

POLICY 204: SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school shall be available for inspection by members of the public during the regular business hours of the school. Minutes of meetings and agenda item documents or handouts used in the board discussion shall be available for inspection at the administrative offices of the school after they have been prepared by the board secretary or designee. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting. Minutes of a school board meeting shall include the heading: DRAFT FOR SCHOOL BOARD REVIEW until such time as the school board approves the minutes at a subsequent regular board meeting. Upon approval, the minutes shall include the following heading to indicate the date on which the Board approved the minutes: APPROVED BY THE BOARD ON (DATE). After approval, the minutes and all agenda item documents or handouts used as part of the meeting discussion and action will become part of the official meeting records.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once on the official web site of the school within ten (10) days of the meeting at which the meeting minutes were approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and

whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school or by means of standard or electronic mail.

ADOPTED BY THE BOARD ON: December, 2006

REVISED BY THE BOARD ON: February 2008