

Book Policy Manual  
Section Issue 2 of 2023 June PDQ (Revised - REQUIRING DISTRICT CUSTOMIZATION)  
Title **\*\*OSBA Sample\*\*** Minutes  
Code BDDG  
Status

**\*\*This is the OSBA sample policy.\*\***

**Minutes**

~~The minutes of the meetings of the Board constitute the written record of Board actions. The Treasurer records 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.~~

~~A complete and accurate set of minutes shall be prepared and become a regular part of the monthly agenda. The Treasurer must make draft minutes available for public inspection. Following approval of the minutes by the Board at the next meeting, the 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.~~

~~The official minutes shall be bound and kept in the office of the Treasurer, who shall, after they have been approved by the Board, make them available to the public and news media. Copies are made available at cost during normal office hours.~~

**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.**

**The Board reads, makes necessary corrections and approves the minutes of each meeting at the next succeeding meeting of the Board.**

***(Permissive language next paragraph only)***

**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.**

***(Keep language from here on for all districts)***

**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 References  
ORC 121.22(C)  
ORC 149.43  
ORC 3313.26

Cross References  
BCE - Board Committees  
BD - School Board Meetings  
BDC - Executive Sessions  
BF - Board Policy Development and Adoption  
KBA - Public's Right to Know

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

[ORC 3313.26](#)