

Book	Policy Manual
Section	Board
Title	Minutes
Code	BDDG
Status	
Last Revised	December 9, 2024

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.

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

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 **regular** 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 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](#)