

BOARD OF DIRECTORS  
Minutes of Meetings of the Board

Since the official minutes of Boards of Education are the only basic legal record, it becomes exceedingly important that they be recorded with extreme care and completeness. The following general standards are offered as a guideline for Boards of Education records:

With respect to format the following is offered as a guideline:

1. The minutes should be typewritten on single sheets of durable white paper.
2. Pages should be numbered - use of the corporate type minute book is suggested.
3. Each item of business should have a brief topical heading in the right margin and motions should be numbered consecutively and annotated.
4. An index should be prepared for each year.
5. All minutes should be signed by proper officers of the Board.
6. A duplicate set of minutes should be kept or microfilm used.
7. The original minutes book should be secured in a fireproof safe, vault or file in the district office.
8. The duplicate set should be kept in a designated place in the district offices or be otherwise readily available for inspection following approval by the Board.

With respect to content, the minutes should show the following:

1. The place and date of each meeting and time.
2. The type of meeting, regular – special – emergency – worksession.
3. Members present and members absent, by name.
4. Members absent and not voting.
5. The call to order and subsequent adjournment.
6. The departure of members by name before adjournment.
7. The arrival of tardy members, by name.
8. The time and place of next meeting.
9. Approval, or amendment and approval, of the minutes of the preceding meeting.
10. Complete information as to each subject of the Board's deliberation and the action taken.
11. The maker and seconder of the motion, when action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
12. Complete text of all Board resolutions, numbered consecutively for each fiscal year.
13. A record of all contracts entered into, with the contract documents kept in a separate file.
14. A record of all change orders on construction contracts.
15. All employments and resignations, or terminations of employment.
16. A record by number of the bills of account approved by the Board for payment.
17. A record of all calls for bids, bids received, and action taken thereon.
18. Approval of all transfers of funds from one budgetary account to another.
19. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minutes book along with the minutes.

20. Adoption of Board Policy, Administrative Guides should be made a part of the minutes of exhibit.
21. At the annual meeting each year the record should indicate that the books of the treasurer and secretary and the certified annual report have been examined and approved subject to audit.
22. The appointment of auditors to examine the books.
23. The election or appointment of board officers.
24. A record of all delegations appearing before the board and a record of all petitions.
25. Adoption of textbooks and establishment of bus routes by the Board for the school year as well as the school calendar should become a part of the minutes.
26. A record of all delegations appearing before the Board and a record of all petitions.
27. At the annual meeting in July each year the record should indicate the books of the Treasurer and Secretary and the Secretary's Annual Report have been examined and approved subject to audit.
28. The employment of the Secretary and Treasurer of the Board for the coming year should be made a part of the minutes and the compensation for the Secretary and Treasurer (if applicable) should be included by separate motion.
29. The oath of office should be administered separately to the Secretary and Treasurer and noted in the minutes.
30. The appointment of auditors to examine the books of the District should be made a part of the minutes.
31. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.

At the organizational meeting in September, the minutes should reflect the following:

32. Appointment of a temporary chairman.
33. Oath of office should be administered to newly elected Board members and noted in the minutes.
34. Nominations should be taken for the office of President and Vice-President.
35. Election of the President and Vice-President should be shown and the oath of office administered to the Board member serving as President and Vice-President should be noted in the minutes.
36. Resolution to pay bills, when Board is not in session as designated by the Code of Iowa should be adopted and shown in the minutes.
37. A resolution to automatically disburse payroll should be adopted and shown in the minutes along with a roster of all employees under contract, monthly, daily rates, and rates for part time employees should be a part of the minutes.
38. A resolution naming depositories should be adopted and shown in the minutes along with the maximum deposit for each depository as required by Code.
39. Resolution authorizing use of check protector and signer and the proper control of the signer should be a part of the minutes.
40. Motion designating a member of a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.

41. Voting rotation when a roll call vote is used if so desired by the Board should be reflected in the minutes.

For closed sessions the following guidelines are offered:

42. For each meeting, a tentative agenda, as well as notice of the time and place, must be given at least 24 hours in advance to news media who request such notice, and must be posted at the principal office of the body holding the meeting.
43. Two-thirds of the members of the board or all members present must vote for closing the session.
44. Specific reasons are given for holding a closed session and must be shown in the minutes.

Date of Revision: 11-18-96, 02-16-04

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