

BOARD MEETING MINUTES

Since the official minutes of the Board are the only basic legal record, it is important that they be recorded carefully and completely. The Board secretary shall follow the following guidelines in recording Board minutes:

1. The minutes should be typewritten and pages numbered.
2. All minutes should be signed by Board President and Board Secretary.
3. An accurate copy of all contracts approved, policies adopted and the content of consent agendas voted on shall be attached to the typewritten minutes or kept with a direct reference to the minutes addressing that item.
4. Once the minutes are approved, all handwritten notes can be destroyed. Any magnetic tapes must be retained for one year after being recorded in the official minutes. Tapes not recorded in the official minutes must be retained permanently.
5. The original minutes book and supplemental information should be secured in a fireproof safe, vault or electronic file readily available in the central administration office.
6. A duplicate set of minutes should be kept electronically at CO and electronically with a server off-site as a back-up and be otherwise readily available for inspection following approval by the Board.

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John E. Cary

Legal Refs.: §109.180 -.190; §610.010 -.028 R.S.Mo.

Cross Refs.: EHB- Technology Usage and electronic Communications