

B-26 MINUTES

The Indiana Open Door Law requires a Board to keep (i) the date, time, and place of the meeting; (ii) the members of the Board recorded as either present or absent; (iii) the general substance of all matters proposed, discussed, or decided and (iv) a record of all votes taken by individual members.

The Board will prepare formal minutes which are kept as a permanent record of the Board's action. Such records or minutes should be complete and accurate. All decisions relative to school funds and expenditures, appropriations, contracts, bids, bonds, salaries and salary schedules, school activities, loans, and the like, should be included in the minutes, along with all resolutions and motions passed by the Board. Since the minutes constitute the official record of action taken by the Board, motions which fail to pass should also be included in the record. However, it is not necessary to include in the minutes a verbatim transcription of all discussion, but a summary of such discussion.

The Superintendent shall act as custodian of the minutes and shall make them available to any citizens desiring to examine them during usual office hours.

Duplicate copies of the minutes shall be prepared promptly after each meeting and shall be mailed to members of the Board, except that lengthy items such as salary lists or copies of other reports included in the minutes may be excluded.

LEGAL REF: I.C. 5-14-1.5-4

SOURCE: Plainfield Community School Corporation
Plainfield, Indiana

ADOPTED: Prior to 08/10/66

REVISED: 08/01/72, 06/12/79, 09/28/89, 11/13/97, 10/14/10