

Section B: School Board Governance and Operations

BEDG Minutes

The minutes of a regular or special Board meeting will consist of a complete and accurate summary of each meeting. The Director will be responsible for the maintenance of the minutes.

A copy of the draft minutes of each regular and special meeting shall be distributed to each Board member with the agenda prior to the next regularly scheduled meeting. Board meeting minutes will be acted upon by the Board at its next regular meeting. The Board's action on the minutes will be reflected in the minutes of the meeting at which they are approved. The Superintendents Advisory Committee will also receive a copy of said minutes after correction of any errors or omissions.

The minutes of the meetings will include the following:

1. Classification (regular or special) date and place.
2. Call to order indicating time and person presiding.
3. Record of the presence or absence of school board members.
4. Approval of the minutes of the previous meeting.
5. All main motions, whether sustained or lost, and a recording of each member's vote and the weighted vote.
6. Note time of recess – hour of adjournment.

Cross Reference: BEDA – By-Laws

First Reading: 6/28/23, 6/24/26

Adopted: 8/23/23, 8/26/26

Revised: 6/8/26

Reviewed: _____