

2300 BOARD OF SCHOOL DIRECTORS – MEETINGS

2345 Minutes and Records

1. An accurate record of the proceedings of each Board meeting shall be kept by the Secretary or other authorized personnel. This record shall be written in the form of legal minutes and be distributed to the members of the Board and be made available to interested citizens.
2. The minutes of the last regular meeting and special meetings occurring since the last regular meeting shall be considered at each regular meeting of the Board. The minutes may be approved and adopted; or corrected by addendum, and approved and adopted as corrected. Following the approval of the minutes, they shall be entered in the book of minutes of the Board in chronological order of the Board meeting.
3. The minutes should include at least the following information:
 - a. Date, time and place of meeting
 - b. Type of meeting (regular or special)
 - c. Persons present:
 - 1) Board members, by name
 - 2) School staff, by name
 - 3) Others who address the Board, by name
 - 4) An approximate number count of others who do not address the Board
 - d. An accurate statement of each motion with the names of its maker and seconded, and a tally by name of Board members who voted for and against
 - e. Recommendations of the Superintendent as to policies, appointments, programs, expenditures, and personnel actions
 - f. A list of expenditures authorized by the Board
 - g. Such other items as may be required by law or by the prudential judgment of the Board
 - h. For any item that is added to the agenda and voted on pursuant Policy 2310, the meeting minutes must reflect the added agenda item, the vote to add the item, the vote on the additional item, and the reason for the addition.**
4. The Board shall retain as a permanent record of the District, the minute book, each annual auditor's report, and each annual financial report. All other financial records of the District, including financial account books, orders, bills, contracts, invoices, receipts, and purchase orders shall be retained by the District for a period of not less than six years.

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- 2 5. Any personal notes and audio recordings created by the Board Secretary during a
- 3 Regular or Special Board Meeting shall be retained until the minutes for the Board
- 4 Meeting have been approved by the Board and then shall be destroyed within 24
- 5 hours by the Board Secretary. Any personal notes and audio recordings created by the
- 6 designated Secretary during a Committee Meeting shall be retained until the Regular
- 7 or Special Board Meeting at which the minutes are presented to the Board as an
- 8 informational item and no changes are proposed and then shall be destroyed within 24
- 9 hours by the designated Secretary.

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12 Adoption Date - September 13, 1999

13 Revision Date - June 8, 2009; **September 13, 2021**

14 Review Date -

15 Legal Reference - **24 P.S. §5-518; 65 Pa. C.S.A. §706**

16 Cross Reference - **Policy 2310**

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