

## BOARD OF DIRECTORS' RECORDS

The Board shall keep and maintain permanent records of the Board including, but not limited to, records of the minutes of Board meetings and other required records of the Board.

It is the responsibility of the Board Secretary to keep the minutes of the board meetings. The minutes of each Board meeting will include at a minimum the following items:

- a record of the meeting date, time, and place;
- a record of members present and absent;
- a record of any action taken and the vote of each member; and
- the schedule of bills allowed shall be attached.

This information shall be available within two weeks of the Board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection at the Education Service Center after the Board Secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

Legal Ref.: Iowa Code §§ 21, 22; 279.8, .35, .36; 291.6, .7; 618.3  
281 I.A.C. 12.3(1).

Cross Ref.: 206.1 Appointed Board Officials  
211.00 Open Meetings  
214.0 Reporting Board Meeting Business

ADOPTED: 9/83  
4/87  
2/12/90  
4/26/93  
2/14/00  
11/12/07  
4/9/12  
1/9/17  
7/11/22  
10/14/24

Reviewed: 2/93, 1/5/00, 10/2/03, 10/4/07, 3/7/12, 12/1/16, 6/2/2022, 9/12/24