

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 received by the board.

It shall be the responsibility of the board secretary to keep the minutes of the school board meetings. The minutes of each meeting shall include as a minimum the following items: a record of date, time, place, members present, action taken and the vote of each member with the schedule of bills allowed attached. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. This information shall be furnished within two weeks of the meeting, to be published in a newspaper designated as a newspaper for official publication. 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 office of the superintendent after the board secretary transcribes the notes into typewritten material which has been proofread for errors and corrected.

Legal Reference: Iowa Code §§ 21, 22, 279.8, .35, .36, 291.6 (2015).  
1974 Op. Att’y Gen. 403.  
1988 Op. Att’y Gen. 87-3-6.  
281 Iowa Admin. Code 11.3(1).  
281 Iowa Admin. Code 12.3(1).

Cross Reference: 213 Closed Meetings of the Board of Directors  
903 Duplicated or Printed Materials

Approved: September 24, 1990  
Reviewed: May 9, 2016  
Revised: