

BOARD POLICY
Board Meeting Minutes

Descriptor Code: BCBH

The Superintendent or designee shall serve as secretary of the Board. The Board secretary shall keep complete records of meetings of the Board. The minutes shall include a record of all actions taken by the Board and resolutions and motions in full, and the names of members making and seconding them. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.

The minutes shall become permanent records of the Board and shall be in the custody of the Superintendent.

ADOPTED: August 2, 2001

Cherokee County Board of Education