

Series 1000 – School District Organization and Operations

Section 1200 – School Board Operations

Policy 1202 - Minutes Of Board Meetings

- 1202.1 The superintendent, both as chief executive officer and as board secretary, shall be responsible for the preparation of all minutes of regular and special meetings of the board, including executive sessions, and for maintaining official copies at the board's office. The superintendent shall, as provided by law, disseminate said minutes upon valid request.
- 1202.2 The official copy of the board minutes shall, upon approval by the board, be signed by the president of the board and by the superintendent, as secretary. Minutes are not a public record until approved by the board.
- 1202.3 The minutes of all meetings shall be kept at the office of the board and shall be made available to any citizen or organization desiring to examine them. Such examination of official copies must be made during regular office hours and at the board office.

Approved by Harrison County Board of Education

Effective Date: September 30, 2002

Revised: February 7, 2012