

## **MINUTES**

The minutes shall be kept in an official minute book and, in addition to the items required by law, shall include:

1. Whether it is a regular or special meeting;
2. Approval of the minutes of the preceding meeting or meetings;
3. The names of all persons who speak before the Board and the topic of their remarks.

### **Approval and Publication**

A disclaimer advising the public that the minutes are unofficial and subject to final board approval should be included on any minutes until the board has approved them.

The minutes of all school board meetings not previously approved shall be reviewed and approved at the next regularly scheduled meeting of the School Board. The minutes shall be signed by the Board President and the Business Manager as approved.

The approved minutes of the meeting(s) shall be available for publication as soon as possible after Board approval.