

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: **BDDG**

THE MINUTES

The Minutes of School Board Meetings should be as brief as possible but record all actions taken by the School Board. The Superintendent shall review the rough draft of the Minutes to ascertain that all necessary items have been included and that the draft is concise and fair.

The format and style of the Minutes should follow the pattern of the Agenda for the meeting.

Copies of the Minutes shall be made available to all Board Members before the meeting at which the Minutes are to be approved. Only those minutes as approved by the Board shall constitute the official minutes.

After approval, the Minutes should be carefully stored in bound volumes and stored as official Board records. As official records of the Board, the Minutes should reflect the dignity and professionalism of the Board.

Copies of the Minutes shall be made available to interested citizens upon request.

Adoption Date: September 22, 1976

Legal Ref:

Cross Ref: