

**MINUTES OF MEETINGS OF THE BOARD**

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 financial records of receipts and expenditures attached. This information shall be published within two weeks of the meeting 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 retyped.

LEGAL REFERENCE: Code of Iowa, Chapter 21; 22; Section 291.6

DATE OF ADOPTION: August 9, 1989

DATE OF REVIEW: November 19, 2007

DATE OF REVISION:

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT  
DELHI, IOWA 52223