

DERRY TOWNSHIP SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: November 5, 2012

REVISED: August 11, 2014

006-BOG-1. OFFICIAL BOARD MINUTES

The Board will keep written minutes of all open public meetings. In accordance with Board Policy 006, at a minimum, the minutes will contain.

1. Date, time and place of the meeting.
2. Names of Board Members present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.
7. Names of residents who appeared officially and the subject of their commentary.

A digital recording of all board meetings will be made available on the District website.