

## Description and Reporting Process



File Approved Minutes on Epicenter no later than 5 days after approval.



File Approved Minutes in Site Manual no later than 5 day after approval.

No later than 5 days after a board meeting where minutes are approved, board minutes must be filed via Epicenter. The Open Meetings Act requires that proposed minutes be made available for public review no later than 8 days after a board meeting. Minutes of the meeting should be detailed enough that they record an accurate description of the business that was conducted at the meeting. Since the minutes are the official record of the work of the Board of Directors, care must be taken to ensure that they are complete and correct. If minutes refer to any documents (i.e. financial reports, bids, resolutions, etc. ) they must be submitted to Epicenter as one document.

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### **At a minimum, board minutes must include the following:**

- 1) The name, address and telephone number of the PSA.
- 2) The date and time of the meeting.
- 3) A list of board members present.  
Include the full name of each board member in attendance. After the meeting starts, the minutes should note the time a board member arrives or departs the meeting.  
Also record the names of staff members and representatives of the educational service provider. Minutes often include others present at the meeting.
- 4) A record of a vote approving or changing the agenda.  
If the agenda is changed (additions, deletions, etc.) from the posted agenda, a motion, a second and a positive vote is required to accept the amended agenda. Whenever a vote is taken, the minutes must reflect who made the motion and who seconded the motion. The minutes should also indicate those members voting yes and those voting no. If the vote is unanimous, it should be noted in the minutes.
- 5) Approval of minutes from the previous meeting.  
This is an action items that requires a motion, a second, and a positive vote.
- 6) A record of a vote on the financial report.  
The financial report is presented by the Treasurer or designee and the bills are presented for payment. This is an item that requires a motion, a second, and a positive vote. Copies of all financial reports and supported documents must be attached to the minutes. At a minimum, a budget status report, cash flow report, and a listing of bills and invoices to be paid from the general fund, school services fund and activity fund must be provided. Copies of these reports must be attached to the minutes. Examples of several of these reports follow.

- 7) A list of correspondence.
- 8) A brief record of visitor comments.
- 9) A brief record of items presented by school leaders
- 10) Action on any old business.  
In addition to a description of any motions, seconds and votes, ***all supporting documents and resolutions should be attached if they are referenced in the motion*** (i.e. A motion was made to accept the contract as presented or a resolution was passed to appoint the school auditor, etc.)
- 11) Action on any new business.  
Same as old business above.
- 12) Closed Session (if needed)  
Closed sessions should be used sparingly and strictly in accordance with the Open Meetings Act, Act 267 or 1976. To go into closed session, there must be a roll call vote and must be approved by a 2/3 vote of the members appointed to serve on the Board. The purpose for the closed session must be one of the reasons delineated in 15.268 Section B. The reason must be publicly announced in the motion.
- 13) Adjournment  
This is an action item and requires a motion, a second, and a positive vote. The time of adjournment should be noted in the minutes.