

7. Board Minutes and Board Highlights

The Board shall maintain a record of all proceedings of the Board and committees of the Board.

Board Minutes

7.1 The minutes shall record:

- 7.1.1 A brief summary of the circumstances which gave rise to the matter being debated by the Board along with a recommendation from Administration, where appropriate; and
- 7.1.2 All resolutions, including the Board's disposition of the same, placed before the Board.

7.2 The minutes shall:

- 7.2.1 Be prepared as directed by the Secretary Treasurer or designate;
- 7.2.2 Be reviewed by the Superintendent or designate prior to submission to the Board;
- 7.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 7.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

7.3 The Secretary Treasurer shall ensure, upon acceptance by the Board that appropriate initials are appended to each page of the minutes, and that appropriate signatures are affixed to the concluding page of the minutes.

7.4 The Secretary Treasurer shall establish a codification system for resolutions determined by the Board which will:

- 7.4.1 Provide for ready identification as to the meeting at which it was considered;
- 7.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
- 7.4.3 Establish and maintain a file of all Board minutes.

7.5 All trustee representatives on internal Committees of the Board, unless otherwise directed, shall prepare and submit a summary to the Board.

7.6 Electronic copies of the unapproved minutes of the Board shall be distributed to all Trustees, Superintendent, Secretary Treasurer, and Regional Office staff as soon as possible. Copies of the Minutes shall be posted on the Division's website.

7.7 Copies of the minutes adopted by the Board shall be available to the public.

7.8 The minutes shall record:

- 7.8.1 Date, time and place of meeting,
- 7.8.2 Type of meeting (regular, special or committee),
- 7.8.3 Name of presiding officer,
- 7.8.4 Names of those Trustees and administration in attendance,
- 7.8.5 Approval of preceding minutes,
- 7.8.6 All main motions, whether adopted or lost, should be entered in full,
- 7.8.7 Names of persons making the motion,
- 7.8.8 Points of order and appeals,
- 7.8.9 Appointments,
- 7.8.10 Summarized reports of committees,
- 7.8.11 Recording of the vote on a motion (when requested pursuant to Section 72, *School Act*), and
- 7.8.12 Trustee declaration pursuant to Section 80, *School Act*.

Board Highlights

7.9 The Board Highlights shall record:

A brief summary of the circumstances which gave rise to the matter being debated by the Board along with a recommendation from Administration, where appropriate.

The Board Highlights shall:

- Be prepared as directed by the Superintendent/designate.
- Be reviewed by the Board Chair/designate prior to publication.

Copies of the Board Highlights shall be distributed to all Trustees, all Staff, and media.

Board Follow-up

7.10 Actions for Administration/Trustees to act on from a Board Meeting will go on the Follow-up list compiled by the Secretary Treasurer.

This will be circulated to Trustees, Superintendent, Secretary Treasurer and persons responsible for items on the list.