

MINUTES

The executive secretary shall keep, or cause to be kept by a competent clerk, complete records of the action of Board meetings. The minutes of the Board shall be kept in an official minute book and shall be a complete record of such minutes including resolutions and motions in full. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the end of the meeting at which they are to be approved. Permanent minutes shall be signed by the secretary upon approval and transcribing, including amendments and shall be considered the official minutes of the Londonderry School Board.

Copies of the minutes will be posted at each school.