

Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111	Adopted: 12-4-95 Revised:	Policy B-12
--	--	--------------------

MINUTES

The minute clerk shall keep complete records of Board meetings. The minutes shall be kept in an official minutes book and shall be a complete record of members present and absent and all actions of the Board including resolutions and motions in full. Papers not a part of a formal motion may be omitted if they are referred to and identified. The minutes shall be open to public inspection. The minutes shall also reflect compliance with the Oklahoma Open Meeting Act.

Copies of the minutes of meetings shall be sent to Board members before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the Board president, those board members who were present at the respective meeting, and the minute clerk.

Cross Reference: B-16
Legal Reference: Oklahoma Statutes 25 Section 301
Oklahoma Statutes 25 Section 312