

POLICY NUMBER	POLICY SERIES			
1110	1000: BOARD of DIRECTORS	EFFECTIVE DATE: 11/15/04	REVISION DATE: 11/18/08 10/20/09 1/14/13	PAGE: 1 of 1
SUBJECT: Board Minutes				

Policy Purpose The purpose of this policy is to give guidance and direction for developing, maintaining, and filing ACS Board Meeting Minutes.

Policy Information

- 1110.1 The secretary shall be responsible for keeping complete records of the actions during 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, the motions in full, those making the motion and those who second. Papers not a part of a formal motion may be omitted from the minute book if they are referred to and identified in the minutes.
- 1110.2 Copies of the minutes of each meeting shall be sent to the members of the board before the meeting at which they are to be approved. Minutes of each meeting shall be submitted for approval at the next regularly scheduled meeting but not later than the second regularly scheduled meeting. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the chair and the secretary upon approval and transcription.
- 1110.3 Minutes of the board after adoption will be available for review by Applewood Christian School family members during normal working hours and upon scheduled of appointment.
- 1110.4 If the elected secretary is unable to attend a board meeting, an alternate may be appointed by the board chair for the purpose of the meeting.

Signed by:

Board President *Jerril Beauf*

Date: 7-20-14

Board Secretary *Michael King*

Date: 07-20-14