

POLICY TITLE: <b>Minutes for Meetings</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: <b>11/22/2004</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>School System Governance</b>		

The secretary to the Board shall designate a person to take accurate minutes of the Board meetings. Minutes shall be drafted, reviewed by the secretary, typed, and sent to Board members. Following approval of the minutes by the Board, an official copy will be typed and inserted in the official minute book. Minutes in the official book shall be signed by the presiding officer and the secretary. Official minute books, stored in the office of the Superintendent, are available to the public. Minutes of a meeting, lawfully held in closed session, may be open to public inspection subject to the Maryland Open Meetings Act.

**Board Approval Acknowledged By:**

*Patricia L. Skebeck*

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Patricia L. Skebeck, Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	2/11/1980				
Reaffirmed	2/12/1996				
Reaffirmed	9/9/2002				
Reaffirmed	11/22/2004				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE: <b>Patrick Spicer</b>		JOB POSITION OF PERSON RESPONSIBLE: <b>General Counsel</b>
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School System Governance .01.12		