

Local Board Policy #008 Records

Purpose:

The SusQ-Cyber Charter School Board of Trustees is required to record and file the minutes of all public meetings of the Board of Trustees at which public action is taken.

Guidelines:

- The Assistant Board Secretary will prepare the written copy of the minutes for the Board Secretary.
- The Board Secretary will review the minutes and sign them.
- The Board minutes will be submitted to the Board at the next regularly scheduled Board meeting.
- The Board will approve the minutes.
- Board minutes will not be official until approved by the Board by a vote of the members.
- The approved minutes will be kept in a minute book that shall be available at any time to auditors from the State as well as the general public who wish to review the minutes.

Delegation of Responsibility:

The CEO has the responsibility to ensure the minutes are prepared and maintain the Charter School Minutes Book.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.