

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

BOARD OF EDUCATION

Board Records

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that all boards of education /school boards retain a copy of the Agendas and Minutes of all board meetings along with the Administrator's Report. Copies of agendas and minutes shall be accessible to the Catholic Schools Office by request and available for review by interested parties.

Policy Adopted: March 17, 1969
Policy Revised: May 21, 2012
Policy Reviewed: May 21, 2018
Policy Revised: July 30, 2021

**Board Records Regulation
Regulation #207.1**

Official Board records (Minutes) are the written legal record of actions taken at an official board meeting. The records shall contain:

- name of the organization
- date of the meeting
- place of meeting
- record of members in attendance and absent
- approval of the minutes of the last scheduled meeting
- record of committee reports
- all motions; including the name of the person making the motion, the exact wording of the motion, and the fact that the motion was or was not seconded, and the vote on the motion.
- the beginning and ending time of the meeting.

No records should be kept of executive sessions. Any motions to be made, as a result of an executive session, must be made in open session.

Regulation Adopted: May 16, 2005
Regulation Revised: May 21, 2018
Regulation Approved by Bishop Pates: May 30, 2018
Regulation Reviewed: July 30, 2021