

# **TRI-TOWNSHIP CONSOLIDATED SCHOOL CORPORATION**

## **POLICY**

## **REGARDING**

## **MINUTES**

Minutes of regular and special Board meetings will be kept and shall include:

1. The date, time and place of the meeting.
2. The attendance, absence or participation by electronic means of each Board member,
3. The general substance of all matters proposed, discussed or decided.
4. A record of all votes taken, by individual members if there is a roll call.

For Executive Sessions, the Board shall identify the subject matter considered and certify by a statement in the memoranda/minutes that no subject matter was discussed in the executive session other than the subject matter specified in the public notice.

Adopted by the Tri-Township Consolidated School Corporation School Board this 8<sup>th</sup> day of April, 2013.