

**Spectrum Charter School  
4369 Northern Pike  
Monroeville, PA 15146**

**Board of Trustees Policy 003**

**BOARD MINUTES**

The Board shall cause to be made and retain as a permanent record of the school, minutes of all open meetings of the Board. Said minutes shall be comprehensible and complete and shall show:

- a. The date, place, and time of the meeting.
- b. The names of members present.
- c. The presiding officer.
- d. The substance of all official actions.
- e. Actions taken.
- f. Recorded votes and a record by individual members of all roll call votes taken.
- g. The names of all citizens who appeared officially and the subject of their testimony.

The Secretary shall provide each Board member and the school Chief Executive Officer with a copy of the minutes of the last meeting no later than three (3) days before the next regular meeting.

The minutes of Board meetings shall be approved at the next succeeding meeting.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021

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President

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Secretary