

Ockerman Elementary Site Based Article 7.0

Ockerman Elementary School Council Minutes and Other Council Records

A. Minutes Kept and Approved:

1. Minutes shall be kept for each regular or special meeting of the school council.
2. The minutes shall reflect and accurately record the actions and votes taken at a council meeting. Minutes shall show the words of the motion or suggestions of consensus, and the majority vote of support by consensus.
3. If the action taken was the adoption of a policy, the entire text of the policy shall be attached to the copy of the minutes kept on file in the office for public inspection and filed in the council's policy manual.
4. The minutes of the school council shall not be official until they are reviewed and approved by the council.
5. A copy of the minutes will be provided to council members prior to the next meeting for their review.
6. The council secretary will forward an official copy of the minutes to the superintendent and SBDM District Coordinator and keep an official copy in the school.
7. A copy of the official minutes will be available in the front office.

B. Council Records Available for Public Inspection:

The following are official documents that must be kept on file for public inspection in the office:

1. School Council Minutes and Agendas
2. Committee Reports
3. School Improvement Plan
4. School Council Policies and By-Laws
5. School Council Budget Documents not in the School Improvement Plan
6. School Council and Committee Membership Lists

C. Request for Council Records:

1. Requests for council records must be made in writing, or via email, to the principal. Requests must include specific documents and dates.
2. The fee for copying of council records shall be \$.20 per page, one-sided only.
3. The requested records must be provided to the person making the request within three business days.
4. The school council secretary shall make and provide copies of requested documents at the principal or chairperson's request.
5. School Council records will be available for inspection while the school office is open (est. 8:00 a.m. to 4:30 p.m.).
6. The custodian of records for the school shall be the principal and the principal shall make the final determination regarding which records

not listed above are available for inspection and all matters in regards to open records requests not covered in this policy, in compliance with state guidelines and requirements.

The Article 7.0 of the Ockerman Elementary Council's By-Laws was adopted on 10-13-16 and signed by the following Council members:

[Handwritten Signature]

[Handwritten Signature]

Adam Farmer

Ratie Lynn

Haley Baker

Launa Toebe

Eria Henson

Brittany Bramlage

SBDM Secretary:

[Handwritten Signature]

Susan Bell