



NEBRASKA DEPARTMENT OF EDUCATION

TO: Roger Breed, Ed.D.
Commissioner of Education

FROM: MARGARET WORTH, GENERAL COUNSEL

SUBJECT: POLICY REVIEW INFORMATION ITEM

Proposed Board Action:

STATE BOARD POLICY, B15, "Board Minutes."

Background Information:

Pursuant to the four-year review schedule implemented by the State Board's Policy Committee, State Board Policy B15 is submitted for review.

Pursuant to Bylaws B8 and B5, this policy may be revised, rescinded or referred to the State Board Policy Committee for review. If the Committee, the Board President or any Board member believes that action is necessary in connection with this Policy, an appropriate motion may be placed on the Agenda for a future Board meeting.

B15 will remain in effect indefinitely until revised or rescinded.

Estimated Cost:

N/A

Supporting Documentation Included:

State Board Policy Statement B15, "Board Minutes."

For Additional Information on this item:

Contact Margaret Worth, (402) 471-0312 or margaret.worth@nebraska.gov

Bylaw: Minutes

The Board must record the minutes of all meetings. The minutes must contain the meeting time and place, members present and absent, and the substance of and actions taken on all matters discussed. All votes must be recorded showing how each member voted on each issue. Board members making a statement to be recorded in the minutes shall include the words "for the record." Votes to organize the Board may be taken by secret ballot, but the minutes must indicate how many votes each candidate received. All Board minutes are public records and must be open for public inspection on the NDE website during normal business hours. Minutes shall be written and available for inspection within ten working days, or prior to the next convened meeting, whichever occurs earlier.

Secretary of the Board

As Secretary of the State Board of Education, the Commissioner of Education is responsible for the accurate recording and maintenance of State Board of Education meeting minutes. The Commissioner shall designate a staff member to act as the recording secretary to record minutes during the meetings of the Board, record votes and print the minutes for dissemination.

The Commissioner shall ensure that minutes record accurately attendance of the Board members, meeting participants, times and dates, motions and votes, and other actions of the Board as required by statute.

Whenever required for the purposes of clarity, minutes shall include attachments of proposed documents and/or notations that clarify all actions of the Board. In addition to the minutes, the Department shall also permanently retain in its records a copy of the meeting agenda, support materials, and items distributed at the meeting.

Board Action History

- 7/1/80 – Prior BCBH
(No copies available of prior version)
- 12/7/84 – Prior 9326 BOP
(Renumbered)
- 12/8/95 – Prior B15
(Renumbered)
- 2/2/01 – Prior B15
(Changed provision for member statements and added secretary section.)
- 10/3/03 – Prior B15
(Added website reference)
- 9/7/06 – B15
(Same Bylaw text)

Cross-References

- 84-1413 – Minutes.