Taking the Mess Out of Minutes

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Importance of Minutes to Your Organization

- Establishes History
  - What’s been done in the past about an issue

- Creates Records
  - Keeps track of decisions made

- Legal Importance
  - Shows changes to policy
Creating Recommended Motions

- Include details from the item’s backup information.
  - i.e. Budget Amendment
- Example:
  - I move to approve the purchase of curriculum supplies in the amount of $20,000.
Organizing the Board Packet

- What does organizing the packet have to do with anything?
- There are several different ways to organize and create a board packet.
  - PDF
  - BoardDocs/BoardBooks
  - Google Folders
- Is what you currently have working for your district?
Board Notes

- Two fold purpose
  - To help guide the board
  - To help guide you
- Use your published agenda
- Example
Taking Minutes in the Meeting

- **FIND WHAT WORKS FOR YOU!!**
  - Different boards have different needs.
- **Computer vs. Paper**
  - Advantages and Disadvantages
- **Recordings**
  - Purposes of recording
After the Meeting: Writing Out the Minutes

- One big question
  - How much detail?
- Grammar Policing
  - Grammarly
Finishing Steps

- Changing the Minutes
  - Robert’s Rules
- Signing and Binding
  - Approval Dates
  - Who Signs?