

# 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?