

<p><b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b></p>	<p><b>Code: BDDG</b></p>
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## **MINUTES**

1. The Secretary Treasurer shall keep a full and correct record in the English language of the proceedings of every meeting of the Board in the minute book provided for that purpose and present the minutes when confirmed for signature by the Chair.
2. The Secretary Treasurer shall produce the minute book of the Board or of the School Division for inspection when required to do so by any resident voter.
3. In order to maintain the neutrality of the Superintendent and the Secretary Treasurer, their reports and recommendations to the Board shall be recorded in the appendices to Board meeting minutes, rather than in the minutes themselves.
4. The approved Board minutes will be made available for inspection only at the Board Office during normal working hours.
5. Copies of the approved minutes shall be posted on the Kelsey School Division website for public availability.