

Tips for Taking and Posting Board Minutes

MCPSA Brilliance in the Boardroom



Compliance with Missouri Sunshine Law

1. **Timely Availability** – Ensure that minutes are made publicly available promptly, as required by Missouri’s **Sunshine Law** (RSMo § 610.010–610.225). Draft minutes should be accessible within a reasonable timeframe.
2. **Accuracy and Transparency** – Record decisions, motions, and votes clearly. Document how each board member voted on key issues, per open meeting laws.
3. **Closed Session Compliance** – If a closed session is held, document the specific legal reason for closure and only include discussions and decisions permitted by law (e.g., personnel matters, legal issues, student records).
4. **Public Access** – Post minutes in an easily accessible location, such as the school’s website and main office. Ensure compliance with records retention policies.
5. **Include Required Information** – Minutes should always list:
 - Date, time, and location of the meeting
 - Names of board members present and absent
 - Summary of discussions, key points, and decisions
 - Motions, seconds, and voting results
 - Time of adjournment

Effective Communication with Stakeholders

1. **Use Clear and Concise Language** – Avoid jargon. Write minutes in plain language so they are understandable to parents, staff, and community members.
2. **Summarize Key Discussions** – Provide an objective summary without excessive detail. Minutes should reflect what was done, not word-for-word conversations.
3. **Highlight Major Decisions** – Clearly outline policy changes, budget approvals, and other actions impacting students, staff, and the community.
4. **Provide Follow-Up Information** – When applicable, include details about next steps, assigned responsibilities, or future meetings where related topics will be discussed.
5. **Use a Consistent Format** – Standardize the layout for easy readability, including headings, bullet points, and action summaries.

Best Practices in School Administration & Governance

1. **Assign a Designated Recorder** – Have a trained board secretary or staff member take minutes to ensure consistency.
2. **Verify for Accuracy** – Allow board members to review and approve minutes at the next meeting to ensure correctness.
3. **Use Digital Tools** – Consider recording meetings (if legally permissible) and using transcription or note-taking software for efficiency.
4. **Store and Archive Properly** – Maintain minutes in a well-organized archive for historical reference and legal compliance.
5. **Follow Up with Stakeholders** – Send meeting summaries or highlights to key groups, such as parents, staff, and community partners, to keep them engaged.