

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: BDDG
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MINUTES

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. (1)

The Secretary Treasurer shall produce the minute book and any other papers or records of the Board or of the (Division) for inspection when required to do so by a competent authority. (2)

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.

The approved Board minutes will be made available for inspection only at the Board Office during normal working hours.

Copies of the approved minutes shall be submitted to The Pas Public Library for public availability.

(1) P.S.A. Section 55 (1)
(2) P.S.A. Section 55 (2)

Nov/95, June/98