

**NON-EXHAUSTIVE LIST OF STATUTES DIRECTING  
SOMETHING TO BE RECORDED IN THE MINUTES**

Statute	Topic	Minutes Must Record
115C-47(6)	Student Fees	The board approved schedule of fees, charges, and solicitations
115C-47(18a)	Board's decision re: Teacher duties	Board's finding as to the compelling reason supporting its decision to temporarily suspend for a particular school the policy limiting the non-instructional duties of teachers
115C-209.1	Volunteer Records	Either (1) Board's determination that release of information from a volunteer's file is essential to maintaining the integrity of the Board or to maintaining the level or quality of services provided by the Board; or (2) the Board's finding that there is a substantial showing of the criteria in (1)
115C-275	Acting Superintendent	Resolution assigning duties of the superintendent to an existing employee in the absence of a permanent or temporary superintendent
115C-302.1	Teacher paid above the Salary Schedule level	The amount and reason that a teacher is paid above the level allowed by the salary schedule
115C-325.7	Dismissal Hearings	At a hearing for dismissal, demotion, or reduction to part-time employment for disciplinary reasons, the Board's findings that justify the admission of new evidence
115C-432	Budget Resolution	The budget resolution itself
115C-432	Expenditures from Authorized Contingency Appropriations	Superintendent's report of expenditure
115C-433	Budget Transfer	Transfer of money from one appropriation to another in the same fund
115C-441	Board approval claim or bill disapproved by finance officer	Resolution approving payment and the names of the members voting in favor of the resolution
143-129(a)	Construction and Repair Contracts	Board approval of contracts in excess of \$500,000
143-129(g)	Piggybacking Purchase Contracts	Board's determination that using the previous entity's contract terms is in the best interest of the school system; Board's approval of the contract
<b>DO NOT RECORD</b>		
115C-105.27	School Improvement Plans	Safety component of the plan or findings on the safety component

**OTHER INFORMATION REQUIRED BY NCSBA'S PLS POLICIES TO BE INCLUDED WITH MINUTES**

Policy Number	Title	What Minutes Must Include
2420	Policies	Policies adopted by the board
7420	Superintendent's Employment Contract	Copy of the executed employment contract or any amendments made to the contract of the Superintendent
7422	Deputy/Associate/Assistant Superintendent's Employment Contract	Copy of the executed employment contract or any amendments made to the contract of a Deputy, Associate, or Assistant Superintendent.
6401/9100	Ethics and the Purchasing Function	Bids recorded in minutes after opening