BOARD MEETINGS – MINUTES

A. The secretary of the Board shall keep minutes of every meeting of the Board. In the absence of the secretary, the president shall appoint a temporary secretary who shall sign the minutes of the meeting.

B. The minutes shall include the date, time, place, members present, members absent, any decisions made at a meeting open to the public and the purposes or purposes for which a closed session is held, all roll call votes, and a reference to reports presented and items discussed when no action is taken.

C. Proposed and approved minutes of an open meeting of the Board are public records open to public inspection, at the principal office of the school district. Copies of the minutes shall be available to the public at a cost of $.20 per page for printing and/or copying.

D. Copies of proposed minutes of an open meeting shall be available for public inspection not more than eight (8) business days after the meeting to which the minutes refer. Approved minutes of an open meeting shall be available not later than five (5) business days after the meeting at which the minutes were approved by the Board.

E. Minutes of the preceding meetings may be approved by the Board as its first order of business at its next meeting.

LEGAL CITATION: 380.623 (2), 380.1201, 15.267 (2), 15.269

POLICY

Adopted: June 19, 1979
Reviewed: December 14, 2006
Revised: August 15, 2017