

### **Minutes of Board Meetings**

A complete and accurate set of minutes of each regular and special board meeting shall be kept to comply with all legal requirements. Minutes shall be kept in digital format as the official record of legislation of the district and shall be open to public inspection.

Examination of documents by any citizen or group of citizens must be made at the Forum and under the jurisdiction of the Secretary of the Board.

Minutes of all of the meetings of the Board of Education shall be kept showing the time, date, and place, members present, and action taken at each meeting.

Minutes leading to a closed meeting shall include the vote of each member on the question of holding the closed meeting and the reason for the closed meeting, but the statement of such reason need not state in the minutes the name of any individual or the details of the matter discussed in the closed meeting.

A copy of the exact proceedings as indicated by the minutes shall be sent to each member of the Board before the next regularly scheduled meeting.

The Secretary of the Board of Education will furnish a copy of the proceedings within two weeks of adjournment of the meeting to the school district's official newspaper for publication.

Adopted: December 11, 1967  
Reviewed: March 9, 2015  
Revised: December 14, 2020  
Reviewed: January 13, 2025