

## MINUTES

The minutes of the meetings of the Board of Education constitute the written record of all proceedings of the Board. Therefore, the minutes shall include:

1. The nature of the meeting, whether regular or special; time and place; members present; approval of the minutes of the preceding meeting or meetings.
2. A record of all actions taken by the Board; the motion, the name of the member making the motion and seconding it; the record of the vote, with the vote of each member recorded. If a vote is taken by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes. Reports and documents related to a formal motion may be omitted if they are referred to by title and date.
3. A record of all business that comes before the Board through reports of the superintendent and others, and through communications from staff and the public.
4. The names of all persons who speak before the Board and the topic of their remarks.
5. A record that an executive session was held, including the names of those present and the general topic of discussion.
6. The record of adjournment.

The minutes will be signed by the secretary, and following their approval, the official copy shall also be signed by the president of the Board of Education.

The minutes shall be in the custody of the Board secretary and superintendent's office where they will be made available to the public upon request during normal office hours.

ADOPTION DATE: January 15, 1985

REVISION DATE: January 24, 1996

REVISION DATE: May 28, 2013

LEGAL REFS.: C.R.S. 22-32-106

C.R.S. 22-32-109 (1)(e)

C.R.S. 24-6-402 (2)(d)(II)

C.R.S. 24-6-402 (2)(d)(IV) (outcome of a secret ballot vote must be recorded contemporaneously in the minutes)