

**MINUTES**

Official 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:
  - a. The motion.
  - b. The name of the member making the motion.
  - c. The name of the member seconding the motion.
  - d. The record of the vote. (The vote of each member will need to be recorded if there is a split vote.)
  - e. 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 the staff and the public.
4. The name of all persons who spoke 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 topic.
6. The record of adjournment.

Following their approval, the official minutes will be signed by the Secretary and President of the Board of Education.

The Board secretary shall be the custodian of the official minutes and said minutes shall be made available to the public at the administrative offices of the district upon request during normal office hours.

LEGAL REFS: CRS 22-32-106  
CRS 22-32-109(1)(E)

ADOPTED: 5/82,  
REVISED: 7/83, 10/92  
REVISED: 10/07