

## MINUTES

In compliance with legal requirements, the School Board Clerk shall cause to be recorded and maintained a complete and accurate set of minutes of each meeting. A School Board secretary may be appointed annually to compile the minutes.

Minutes shall be maintained in an official record book designated for said purpose. The minutes shall constitute the official record of proceedings of the Board and shall be open for public inspection at all reasonable times.

The minutes of the meeting shall be made available in the Board packet prior to the regularly scheduled Board meeting. If feasible, a news release may be sent to the local newspapers within one week of the meeting.

A copy of the approved minutes of each meeting shall be published in the school newsletter and on the School website monthly after approval of minutes.

Reviewed and updated September 25, 1995

Reaffirmed September 23, 1996

Reaffirmed September 22, 1997

Reaffirmed September 23, 1998

Reaffirmed September 27, 1999

Reaffirmed October 30, 2000

Reaffirmed September 26, 2001

Reaffirmed September 25, 2002

Reaffirmed September 24, 2003

Reaffirmed September 22, 2004

Reaffirmed September 26, 2005

Reaffirmed September 11, 2006

Reaffirmed September 10, 2007

Reaffirmed September 8, 2008

Reaffirmed September 14, 2009

Reaffirmed September 1, 2010

Reaffirmed September 7, 2011

Revised February 6, 2018