

**PARK COUNTY SCHOOL DISTRICT 6
BOARD OF EDUCATION POLICY**

CODE: BEDG

MINUTES

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

- The nature of the meeting, whether regular or special; time and place; members present; approval of the minutes of the preceding meeting or meetings;
- Record of all actions taken by the Board; the motion, the name of the member making the motion and seconding it and the record of the vote;
- Lengthy discussion may be summarized and long documents will be attached by reference when necessary;
- Record of all business that comes before the Board through reports of the superintendent and others, and through communications from staff and the public;
- A record that an executive session was held and why it was held;
- A record of adjournment.

The official minutes following their approval, shall be signed by the Board Chair and the Board Clerk.

The official minutes shall be in the custody of the Board's administrative assistant who shall make them available online and to the public upon request during normal office hours.

Adopted: 1/20/98
Revised: 2/21/23