
BOARD OF EDUCATION BYLAWS

MINUTES

Minutes of any Board of Education meeting at which the adoption of any policy or formal action occurs or could occur shall be taken and promptly recorded. An electronic recording of the entire meeting shall also be created and used to finalize the official Board of Education minutes of the meeting but will not be considered permanent record of the meeting. Such records shall be open to public inspection. For Board of Education executive sessions refer to Policy BEC.

Minutes of the meetings of the Board of Education constitute the permanent written records of all proceedings of the Board of Education. Therefore, the written minutes shall include as a minimum:

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 that an executive session was held and the general topics of discussion, and the names of those present.
3. A record of all actions taken by the Board of Education, 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. Reports and documents related to a formal motion should be included with the minutes package unless referenced and clearly available from a controlled district archive.
4. A record of all business that comes before the Board of Education through reports of the superintendent and others and through communications from the staff and the public.
5. The names of all persons who speak before the Board of Education and the topic of their remarks.
6. The record of adjournment.

Following their approval by the Board of Education, they shall be considered official minutes and shall be signed by the Board of Education Secretary. The Board of Education Secretary shall also ensure that a calendar is kept recording the dates of all future actions directed by motions approved by the Board of Education.

The official minutes and the supporting electronic recordings shall be in the custody of the Assistant Board Secretary for one year plus the current school fiscal year and then transferred to the Records Management Center. The written minutes shall be maintained as a permanent district record. They shall be made available to the public at the administrative offices of the district upon request during normal office hours.

Current practice codified 1980
Revised June 1988
Revised November 1993
Revised February 1995
Revised February 2002
Revised October 2003

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)

CROSS REFS.: BEC, Executive Sessions/Open Meetings
BEDJ, Broadcasting/Taping of Board of Education Meetings
BE/BEA/BEB/BF, School Board Meetings/Regular Meetings/Special Meetings/Work Sessions

CONTRACT REFS.: CSEA Agreement, Article III--Association Rights, Section B--Access to Data and Records, subsection3