

A complete and accurate set of minutes will be kept of each board meeting. All minutes will be available to the public within a reasonable amount of time after the meeting and will include at least the following information:

1. All members of the board present;
2. All motions, resolutions, orders, or policies proposed and their dispositions; and
3. The result of all votes and, at the request of a member, the vote of each member by name.

Minutes of executive sessions will contain sufficient detail to convey the general tenor of the meetings.

If the designated clerk is not available to attend a meeting of the board, the board will appoint a person to act as the temporary clerk. That person will keep the record of the proceedings of the board and certify the same to the clerk, to be entered by him or her.

Following a meeting of the board, the clerk will prepare the typed copy of the minutes from the record of the meeting. A copy of the minutes will be given to each board member prior to the next regular meeting. At the next regular meeting of the board, the minutes will be approved and signed by the clerk and the chairman of the board. The official transcript will become part of the official ledger of minutes maintained in the office of the superintendent of schools.



LEGAL REFERENCE:

Idaho Code Sections
33-508
67-2344

ADOPTED: August 10, 2005

REVIEWED: April 9, 2014

AMENDED:

**Language in text set forth in italics is optional.*