

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: BEDG

MINUTES

The board shall maintain accurate records of the actions taken at each board meeting.

The Board clerk, by law, is responsible for the recording of minutes and the preservation of Board documents. The clerk's duties for the actual recording of Board proceedings and their actual custody of Board records, however, shall be carried out by the superintendent or such staff members as he/she designates.

The minutes shall include:

1. The nature of the meeting (regular, special, emergency); the time and place; the Board members present and absent; the staff members present.
2. Record of approval of minutes of preceding meeting or meetings.
3. Resolutions and motions in full; reports and documents relating to formal motion may be omitted if they are referred to and identified.
4. Record of the disposition of all matters on which the Board considered but did not take action.
5. Summary of remarks by the public in attendance at the meeting.
6. Record of any adjournments for executive sessions, of return to open meeting, and of action taken in open meeting as a result of the executive session.

The minutes shall be signed by the chairman and attested by the clerk of the Board following their approval by the Board at a subsequent meeting.

The minutes shall be considered a public record. The superintendent shall make them available to interest citizens upon request.

Current practice codified 1977

Adopted: date of manual adoption

Revised 12/6/84

LEGAL REFS.: W.S. 23-3-110 (q), 21-3-117

Wyoming Education Policies References Manual, code BD