

MINUTES

The Board clerk shall keep or cause to be kept accurate records of the actions taken at each Board meeting and a record of all warrants issued against moneys belonging to the district.

The minutes shall include:

1. The nature of the meeting, regular or special, the time, the place, Board members present and absent, staff members present, and the approval of minutes of the preceding meeting or meetings.
2. A record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes.
3. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. A record of the disposition of all matters on which the Board considered but did not take action.
5. A record of any executive sessions.
6. Record of adjournment.

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

The minutes shall become permanent records of the Board and shall be in the custody of the superintendent, who shall make them available to interested citizens upon request.

Adopted 7/11/77

LEGAL REFS.: W.S. 9.692.1 et seq., 21.1-26(b) and (q), and 21.1-33(d)
Wyoming Education Policies Reference Manual, code BD

School District #1, Sweetwater County, Wyoming