

POLICY: 204.12

## MINUTES OF MEETINGS

Minutes shall be recorded for all Board meetings. It shall be the responsibility of the Secretary to keep such minutes. When a meeting is tape-recorded, the recording is to assist the Secretary in writing the official minutes. The official minutes are to be as brief as possible within the limits of comprehensiveness and coherence. The minutes shall include as a minimum for each meeting: the date; the time and place; members present; action taken and the vote of each member; and the financial records of receipts and expenditures. The Secretary shall distribute copies of the minutes from prior meeting(s) to all Board members before each regular meeting. The minutes are considered the official record of Board actions, are public records, and, therefore, available for examination by any person.

After each open Board meeting, the minutes will be submitted to the newspaper designated for publication within two (2) weeks of the meeting. Each month the bills paid by the Board shall be published in the newspaper. The salaries of District employees shall annually be published.

It shall be the responsibility of the Secretary to publish in accordance with this policy.

LEGAL REFERENCE: School Laws of Iowa, §279.35-36, 291.6-7, 618.3, Ch. 22.

Adopted: 11/23/65  
Revised: 08/08/89, 12/11/03  
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