

**BOARD OF EDUCATION  
SERIES 200**

**204.9**

**TITLE: MINUTES OF MEETINGS**

The District's Board has provided for the taking of written minutes of all Board Meetings. Though the Board's Clerk is not required to record all meetings of the Board of Trustees, if the Clerk so chooses and if such activity aids in the preparation of meeting minutes, the clerk may select to record meetings of the Board of Trustees.

Should the clerk record the meetings of the Board of Trustees, the recording of such meetings shall be retained in the possession of the Clerk, available for public inspection, for a period of no less than 90 days after which the Board has approved the minutes of the meeting in question. All minutes of Board Meetings are available to the public within a reasonable period of time after the meeting in question and shall include at least the following information:

1. All members of the governing body present;
2. All motions, resolutions, orders, or ordinances proposed and their disposition; and
3. The results of all votes, and upon the request of a member, the vote of each member, by name.

Various provisions of the Idaho Code require meetings of the Board to be electronically recorded and or recorded by a court reporter. In such circumstances, including but not limited to any hearing relating to any student, patron or employee matter, the recording of the meeting in question shall be retained by the Clerk of the Board of Trustees for a period of no less than ten (10) years from the date of the hearing.

Adopted: December 11, 2006