



HINCKLEY-BIG ROCK CUSD #429

Cultivating our future

Executive Memo

To: Board of Education
From: Dr. Jessica Sonntag, Superintendent
Date: 1/15/25
Re: Semi-Annual Review of Closed Session Minutes and Audio Recordings

In accordance with [Board Policy 2:220](#), in preparation for the semi-annual review of the closed session minutes and verbatim audio recordings, I have reviewed the closed session meeting minutes and recordings.

- It is my recommendation that all closed session minutes remain confidential.
- It is my recommendation that the verbatim audio recordings older than 18mths (prior to July 2023) be destroyed.