

1 **Browning Public Schools**

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3 **Policy #1450**

4 Policy Name: *Minutes of Board Meetings*

5 Regulation: -----

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7 The Clerk of the Board, or his/her designee, shall record the minutes of all Board meetings. Minutes
8 become official after approval by the Board and shall be retained as a permanent record of the
9 District. The individual assigned the task of actually recording and transcribing the minutes will do
10 so as an agent of the District Clerk. The minutes will be signed by the District Clerk.

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12 When issues are discussed that may require detailed record, the Board may direct the designee to
13 record the discussion verbatim. If an audio recording of a meeting is made and designated as
14 official, the recording constitutes the office record of the meeting. Minutes shall, at a minimum,
15 contain the following information:

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17 1) date, time and place of meeting;
18 2) presiding officer
19 3) members in attendance;
20 4) description of items, discussion, general summary of discussion, wording of motions and
21 the voting record of each trustee present;
22 5) a detailed statement of all expenditures;
23 6) basis for any closures of the meeting;
24 7) time of adjournment.

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26 Unofficial minutes shall be delivered to board members in advance of the next regularly scheduled
27 meeting of the board and a summary may also be available to other interested citizens. If corrections
28 are suggested by members and voted by the Board, the official minutes shall reflect the alterations
29 agreed to. Minutes need not be read publicly provided that members have had an opportunity to
30 review them before adoption.

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32 A file of permanent minutes of all open Board meetings, exception closed sessions will be
33 maintained in the office of the District Clerk or his/her designee to be made available for inspection
34 upon the request of any interested citizen. A written copy shall be available within five (5) working
35 days following approval by the Trustees at a cost not to exceed .15 per page. A copy to the press
36 shall be furnished at no cost.

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39 **Cross Reference:**

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41 **Legal Reference:** 2-3-212 MCA Minutes of Meetings
42 20-1-212 MCA Destruction of Old Records by an Officer
43 **20-3-332 (2) MCA District Policy and Record of Acts**
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46 **Policy History:**

47 Adopted on: 6/30/97
48 Revised on: 1/12/99, 11/8/11, 3/9/21
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