

A complete and accurate set of minutes of each Board of Education and committee meeting shall be maintained in the official minute book designated for that purpose. The minutes shall constitute the official record of proceedings of the Board of Education or its committees and shall be open to public inspection at all reasonable times. The minute book shall be kept in the office of the district administrator.

The minutes, as corrected, of any regular or special board meeting shall be submitted for publication 45 days after the meeting or within five days after the minutes are approved, whichever first occurs. Such publication shall take place in the district's official newspaper.

Initial Adoption: 11/10/08

Final Adoption: 12/8/08