

Minutes of Meetings

In compliance with legal requirements, a complete and accurate set of the Board meeting minutes shall be maintained permanently by the Board Secretary. The minutes of each meeting shall include, as a minimum, the following items: a record of date, time, place, members present, action taken, and the vote of each member. Financial records of receipts and expenditures shall be included with the minutes.

The minutes shall constitute the official record of Board proceedings, shall be open for public inspection during business hours at the Educational Leadership and Support Center, and shall be electronically transmitted to a newspaper having general circulation in the District no later than two weeks after adjournment of the meeting. The minutes shall be kept in an official record (book or electronically) designated for the publication of the minutes.

Minutes waiting approval at the next Board meeting shall be available for inspection during business hours at the Education Leadership and Support Center after the Board Secretary has completed transcription from meeting notes.

Closed Session Minutes

The Board Secretary shall maintain written minutes and recordings of all Closed Sessions, as required by law. The minutes and the recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended.

The detailed minutes and recording will be sealed and will not be public records open to public inspection. The minutes and recording will only be available to Board members or opened upon court order in an action to enforce the requirements of the open meetings law. Real estate related minutes and recordings may be made public after the real estate transaction is completed. The recordings and the written minutes will be kept for one year from the date of the meeting. Annually, the Board Secretary shall request permission from the Board to erase recordings older than one calendar year.

Legal Reference: Iowa Code §§ 21, 22, 279.8, .35, .36, 291.6-11; 618.3
281 I.A.C. 12.3(1)

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