



Title: Board of Director Minutes and Recordings

Effective Date: 9.5.18

Review Date: 10/14/20

Definitions: Minutes: the official written summary of Board of Director meetings

Recordings: the audio recording of each Board of Director meeting

Purpose: To ensure Board meeting materials are properly created, stored, and retained.

Policy Statement:

1. *Minutes.*

Public meeting minutes will be approved by the board as promptly as reasonably possible, generally at the following business meeting. Public meeting minutes will be posted to the school website and retained indefinitely. Audio recordings of executive sessions will serve as executive session minutes. CRS §24-6-402(2)(d.5)(E)

2. *Recordings.*

Board meetings will be digitally recorded. Public meeting recordings will be retained for 3 business days after approval of the corresponding minutes. Recordings of executive sessions will be retained for 90 days. CRS §24-6-402(2)(d.5)(E)