

Board Policy

It is the policy of the Board of Trustees of Shelley Joint School District No. 60 that minutes of the Board of Trustees meetings shall be taken and maintained in accordance with the laws of the State of Idaho, and the policy and procedures of the State Department of Education

Suggested Implementation Guidelines

The following guidelines are intended to be used for compliance with this policy.

1. Minutes are to be taken of all official meetings of the Board of Trustees, including regular and special Board meetings, work sessions, and executive sessions, consistent with law.
2. Minutes of all meetings will be kept and a record of those Trustee members voting for and against each motion will be part of the official record of the meeting. Secret ballot voting is not permitted.
3. The notes or transcript taken at the meeting do not constitute the official minutes of the meeting. Minutes become official when approved by the Board of Trustees at a regularly scheduled meeting of the Board of Trustees, whereupon the minutes are approved as an item on the Consent Calendar.
4. All shorthand notes, transcriptions, tapes or other preliminary information developed or derived for the intent or use to complete the minutes are not public record. Copies of short hand notes, should they be requested, may be released for review. Transcriptions and/or tapes will be released for supervised copying in accordance with Public Records law after protective tabs have been removed to prevent erasure. Other information may be copied by district personnel consistent with Public Records law.
 - a. This does not preclude the clerk of the board from publishing a summary of the Board Meeting. Such summary, although not the official minutes, will be provided upon requests made in compliance with the provisions of the Disclosure of Public Records Act. Such summary should reflect as closely as possible the actions of the Board and will serve until the minutes are officially adopted as shown in 3 above.
5. The official minutes become public record, and will be provided during normal working hours, upon written request to the Clerk of the District, and upon payment of an amount to cover the cost of reproduction.
6. The policy of the Board is to keep the minutes of the Board of Trustees in perpetuity in the District Clerk's Office.

Revised: September 21, 2000