

FILE: BEDG

ADOPTED: June 4, 1970

REVISED: December 1, 1977

REVIEWED: May 13, 1993, December 5, 2002

MINUTES

The Superintendent, as Secretary ex officio, shall prepare, distribute and keep a record of all Board proceedings.

Minutes from regular and special Board meetings shall be distributed to Board members with the mailing of the next agenda. Minute items which are in the form of policies shall, in addition to the regular distribution, be sent to all district administrators and all Board committee chairs. A book of Board minutes, as well as a separate book containing policies, shall be kept in the Superintendent's office for public examination.