
AURORA PUBLIC SCHOOLS
Adopted March 1975
Recorded July 1991
Revised February 1992
Revised October 2007
Revised April 2013
Revised August 2014
Reviewed January 2016

APS Code: BEDG

MINUTES

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Minutes of any Board meeting at which the adoption of any policy or formal action occurs or could occur shall be taken and promptly recorded. Such records shall be open to public inspection.

Meetings of the Board of Education are recorded to assist in assuring the accuracy of the official minutes. Recordings of Board meetings shall be retained for a minimum of 90 days.

Official minutes of Board of Education meetings constitute the written record of all proceedings of the Board. Therefore, the minutes shall include:

1. The nature of the meeting, whether regular or special, time and place, members present, approval of the minutes of the preceding meeting or meetings;
2. A record of all actions taken by the Board, the motion, the names of the members making the motion and seconding it, the record of the vote with the vote of each member recorded. Reports and documents related to a formal motion may be omitted if they are referred to by title and date;
3. A record of all business that comes before the Board through reports of the Superintendent and others and through communications from the staff and the public;
4. The names of all persons who speak before the Board and the topic of their remarks;
5. A record that an executive session was held (if the Board convened in executive session), including the general topic of discussion, and the amount of time the topic was discussed; and
6. A record of adjournment.

The official minutes shall be signed by the Board secretary. Following their approval, the official copy also shall be signed by the president of the Board of Education.

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The official minutes shall be in the custody of the assistant to the Board of Education and shall be made available to the public in accordance with the requirements of applicable stated law.

An electronic recording shall be made of all executive sessions and shall reflect the specific citation to the Colorado Sunshine Law (C.R.S.24-6-401 *et seq.* which authorizes the Board to meet in executive session. However, no such recording is required where the executive session involves attorney-client communications or discussions of individual students. All electronic recordings shall be retained for a minimum of 90 days after the date of the executive session.

LEGAL REFS.: C.R.S. 22-32-106
 C.R.S. 22-32-108 (5)(d)
 C.R.S. 22-32-109 (1)(e)
 C.R.S. 24-6-402 (2)(d)(II)
 C.R.S. 24-6-402 (2)(d)(IV)