

## MINUTES

The District Clerk shall record all Board proceedings and meetings as the Board's minutes. Board minutes shall constitute a brief, but accurate, record of all Board activity.

Minutes of all meetings are public record, and as such, are open to public inspection in the official Minutes Book of the school district within two weeks. Minutes of all actions and votes taken while in Executive Session shall be made available for public inspection within one week.

Adoption Date: October 3, 1989