

Minutes shall be kept of all regular, special, and emergency board meetings. Draft copies of minutes of each Board meeting will be available for public review in the District administrative office ten (10) working days after the date of the meeting. The Board will take action at a subsequent meeting to amend and/or approve these minutes.

The minutes of the Board of Education shall include:

- The date, place and classification of the meeting (regular, special, etc.).
- Record of the roll call of Board members
- A notation of the presence or absence of the Superintendent.
- A record of any modifications of the published agenda.
- A record of any corrections to the minutes of any previous meeting and the action approving them.
- A record of any communications, petitions, or reports presented to the Board.
- A record of any motion placed before the Board, the member making the motion and the member seconding it (if any), the declaration of the person presiding as to whether the motion passed or failed and the name of each person voting “aye” or “nay”, or abstaining on other than unanimous votes.
- A notation of any board member’s participation by telephone

All reports, resolutions, agreements and other written documents which require Board action may be made part of the minutes by reference only, but shall be kept on file as part of the permanent record.

A “draft” copy of the minutes will be made available for public inspection with ten (10) working days of the meeting and should clearly indicate that they are “not official”. Minutes become official when approved by the Board. Once the written minutes have been approved by the Board, any tapes created for the purpose of drafting the minutes may be destroyed. Approved Minutes shall be certified by the Board President and Secretary and permanently filed and kept in the Superintendent’s office. Such minutes shall be subject to inspection as provided in the Inspection of Public Records Act. The minutes shall not be removed from the Superintendent’s office.

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calendar month shall be prepared showing the source and the amount received from each source with a detailed statement of all expenditures made during such preceding calendar month, including a list of all warrants issued, to whom issued, the amount of each warrant and the purpose for which the warrant was issued.

The summary of minutes shall be filed with the Board Secretary and shall be a public record open to inspection of the public and a copy thereof shall be mailed to each and every legal newspaper published in the county for such use as such newspaper may see fit.

LEGAL REF.: 10-15-1 NMSA
10-17-1 NMSA
10-17-2 NMSA
1.20.2.7 NMAC
1.15.3.119 NMAC