File: **BDDG**

Minutes

Minutes will be taken at all Board meetings. They shall be reviewed and approved at the subsequent regular meeting of the Board and legally authenticated by the signatures of the Board chairperson and clerk.

Once authenticated, the minutes shall be placed on file in the superintendent's office where they may be reviewed by any person at reasonable times in accordance with the Wyoming Public Records Act.

Adopted:	October 1979
Revised:	February 12, 2008
LEGAL REFS.:	W.S. 9-9-101 et seq.; 21-3-110(a)(ii); 21-3-110(a)(xvi) 21-3-117(a)(iv) Wyoming Education Policies Manual, code BD
CROSS REFS.:	BCB, Board Officers BDDF, Voting Method