
Key People Café - Meeting Minutes 101

Legal Requirements and Best Practices



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of School Boards

Welcome & Introductions

- Mikayla Unruh, Administrative Policy and Legal Specialist, CASB
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- Leslie Bogar, Deputy Executive Director, CASB
- Matt Cook, Director of Public Policy and Advocacy
- Kristina Gutierrez, Policy Specialist, CASB
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Overview

- Purpose
- Types of Minutes
- Legal Requirements
- Do's and Don'ts
- Approval & Correction Procedures
- Scenarios
- Records Retention / Open Records Requests
- Best Practices
- Questions



What is the Purpose of Meeting Minutes?

- Serve as official record of actions for meeting
 - Historic/legal documentation
- Ensure transparency and accountability
 - Document adherence to policy/procedures
- Required for any meeting in which the board adopts any proposed policy, position, resolution, rule, or regulation, or at which formal action occurs or could occur.



Types of Minutes

- Verbatim (Detailed)
 - Complete record of all statements and actions
 - Typically unnecessary outside of certain hearings or judicial proceedings
- Summary (Discussion)
 - Summary of important discussion points leading to board decisions and complete record of actions
- Action
 - Most common
 - Record of final decisions / board actions only





Legal Requirements



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Regular and Special Meetings

- Minutes should be posted on website or made available at District Office as soon as possible
 - No statutory timeline specified
 - Refer to policy [BEDG](#) for specific requirements
- Recordings (*C.R.S. § 24-6-402(2)(d)(II)*)
 - Required at any meeting in which votes are taken or recorded
 - Must be available to public upon request (audio recording at minimum)
 - Minimum retention of 90 days
 - Refer to policy [BE](#) for district-specific requirements



Executive Session (*C.R.S. § 22-32-108*)

- Must include the topic of discussion and amount of time spent on each topic discussed during executive session
 - Post on website or publish in same manner as public notice “no later than ten business days following the meeting at which the minutes are approved by the board.”
- Recordings
 - Electronic recording required (including statutory citation allowing closed session)
 - 90 day retention period
 - Recommend adopting procedure for deletion after 90 days



Do's and Don'ts



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4 Tips to Simplify Minutes Drafting

- Review board policies related to minutes
 - Confirm procedures for distribution to the board / public posting
- Prepare a template in advance (use your agenda as a template)
 - Fill in the template as you progress through the meeting
 - Always record the time the meeting starts and adjourns
- Obtain copies of all reports/handouts for reference (include in final packet)
- Review notes and edit as soon as possible
 - Use recording to confirm details



Do's

- DO record what is done, not what is said
- DO present all statements neutrally
- DO include meeting date, time, location
- Do record names of all attendees, including guests
- Content should be about 80% complete when the meeting is over
 - Look for ways to automate/simplify repetitive components
 - Meeting management tools: [BoardBook Premier](#)



Don'ts

- DON'T record direct quotes
- DON'T include unsubstantiated information or opinions
- DON'T attribute discussion items or statements to individuals
- DON'T use inconsistent/incomplete titles for documents or programs



Scenarios

- A Board member says, “I want it on the record.” *What do you do?*
 - Typically minutes should record what was done, NOT what was said; however, if this situation arises, the chair should put the question to the group and take a vote on including specific, verbatim remarks
- A long, tense debate finally finished and a conclusive vote was taken. *Should you include statements or specific details from the discussion?*
 - No, explain that the board discussed the issue, but do not include specifics, unless pertinent to the final decision. Focus on the action outcome.



Approval & Correction Procedures



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Process for Approval

- Distribute draft minutes to board ahead of time
 - Minutes are not official until approved by the board in public meeting
- No statutory timeline for approval and publication, but must “promptly” be made available for public inspection (*C.R.S. § 22-32-109(1)(e)*)
 - Typically approved at next regular meeting
 - Review board’s policies for specific procedural requirements
- Board members don’t need to be present at meeting to approve minutes for the meeting
 - Attesting to the quality of the minutes, NOT certifying their presence



Process for Correction

- Corrections must be made in public meeting
- Board president should call for a motion to approve the minutes
 - Once seconded, corrections should be presented during discussion
- To amend the minutes, a motion must be made, seconded, and passed with exact wording
 - If adopted, add notation of correction to minutes:
 - E.g., “*The minutes were approved, as corrected.*”





Records Retention & Public Access



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Records Retention Guidelines

- [Colorado State Archive School Districts Record Retention Manual](#)
 - Minutes are a permanent record
 - Must be available for public inspection
 - Best practice: posting on website after approval, maintaining web-based archive
 - No website? Make sure access procedures are clearly posted and kept consistent
- Implement consistent procedures for ALL requesters
 - No CORA request required for minutes
 - Recommended for any document accessible on website



Best Practices



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Questions?



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Thank You!

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Resources: [CASB Open Meeting Requirements Summary](#) | [BoardBook Premier Meeting Management](#)



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