

MINUTES

Whereas it is recognized that the Board of Education speaks through its minutes, the Board shall direct the secretary of the Board to take, or cause to be taken, the minutes of each Board meeting. The minutes of all Board meetings shall be accurate, complete and meet all legal requirements. The superintendent shall be responsible for their safe keeping. The minutes of meetings of the Board of Education will include but are not limited to the following:

1. The nature of the meeting (regular, special, open, closed, etc.), the time, the date, the place of the meeting and the Board members present and absent.
2. A record of all motions made, together with the names of the members making and seconding the motions, and a numerical record of the members voting "yea" and "nay," unless each member's vote is recorded due to a roll call vote or required by law. If a roll call vote is taken, the vote shall be attributed to the name of the member. Special notation should be made of abstaining members, and their vote should be recorded as an abstention.

The minutes will be signed by the president and attested by the secretary of the Board following their approval by the Board.

The closing of executive session votes and records shall be determined by a majority vote of the quorum of the Board in a public session. Minutes and portions thereof shall be kept in a separate minute book used solely for the purpose of executive sessions. Executive session minutes shall be confidential material, and shall not be available to the public except as provided by law.

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted:

Cross Refs: BCC, Appointed Board Officials
BDA, Regular Board Meetings
BDB, Special Board Meetings
BDC, Closed Sessions
BDDF, Voting Method
KBA, Public's Right to Know

FILE: BDDG
Critical

Legal Refs: §§ 109.180 - .190, 610.010 - .028, RSMo.

Pleasant View R-VI School District, Trenton, Missouri