BOARD OF EDUCATION

Minutes - Closed Meeting

The Secretary shall keep in a punctual, orderly and reliable manner a general description of all issues presented and discussed and a record of any procedural votes taken. No final action votes may be taken during the closed meeting.

Closed meeting minutes should be read for possible edits and corrections prior to acceptance and approval by School Board members.

Minutes of closed meetings shall be distributed in advance and approved at the next regularly scheduled School Board meeting.

The School Board shall meet on a regular basis, but no less than once every six (6) months, to review minutes of all closed meetings. The purpose of the review is to determine:

1. if the need for confidentiality still exists to all or part of the minutes, or;

2. if the minutes or parts of the minutes no longer need to be confidential and, therefore, are available for public inspection.

Minutes of a closed meeting may also be made public pursuant to a court order.

Once the School Board has determined the minutes of a closed meeting are no longer confidential, they shall become available for inspection at the office of the Superintendent during regular business hours in the presence of either the School Board Secretary or the Superintendent or any School Board member.

Verbatim Record of Closed Meeting

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board’s regular meeting location. After eighteen months (18) have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed
Vertbatim Record of Closed Meeting (continued)

meeting. Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities, e.g., in order to check the accuracy of minutes. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum

A majority of the full membership of the School Board shall constitute a quorum. Individuals present by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, does not contribute to the legal requirements for a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (10th Edition), as a guide when a question arises concerning procedure.