

## MINUTES

It is recognized that the Board of Education speaks through its minutes, therefore the Board directs the Secretary to the Board to take minutes of each Board meeting. The minutes of all Board meetings will be accurate, complete and meet all legal requirements. The superintendent is responsible for their safekeeping. The minutes of meetings of the Board will include, but are not limited to the following:

1. The nature of the meeting (regular, special, open, closed, etc.), time, date and place of meeting; the names of Board members present and absent.
2. A record of all motions made, together with names of Board members making and seconding the motions, and a numerical record of Board members voting for and against the motions, 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 shall be recorded as an abstention.

The minutes will be signed by the President and attested by the Board Secretary following their approval by the Board.

The closing of executive session votes and records shall be determined by a majority vote of a quorum of the Board present in open session. Minutes of closed meetings will be kept in a separate minute book used solely for the purpose of executive sessions and will be confidential materials not available to the public except as provided by law.

Adopted: June 23, 1971  
October 15, 1975  
February 14, 1984  
March 14, 1995  
February 13, 2001  
October 8, 2002

Revised: April 12, 2011

Cross Refs.: KBA – Public's Right to Know

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