

**BOARD OF EDUCATION
MINUTES
(PROCEDURE)**

Minutes are a brief record of the proceedings at a meeting and constitute the official record of the board. They are the main channel of communication from board to school personnel and the public. Minutes constitute the history of the school district.

Types of Meetings

There are regular, special, emergency, regular reconvened and special reconvened meetings. A reconvened meeting is a regular or special meeting adjourned to meet at a later date at a certain hour and day as specified in the minutes of the regular or special meeting by lawful board action.

Method of Taking Notes and Recording Minutes

Minutes may be recorded by handwriting, shorthand, typewriter, or mechanical recording device. Notes are taken "in depth," but minutes are written in summary.

When the minutes clerk has approved the transcribed draft and after such corrections as may be required have been made, the draft becomes the unapproved minutes for the meeting concerned and shall be deemed to be official until approved by the board at its next meeting. Unapproved minutes will be mailed to the members of the board prior to the next board meeting.

Minutes should reflect:

1. Name of School, City, or Town
2. Place of Meeting
3. Day and Hour (Start-convene)
4. Kind of Meeting (Regular, Special, Emergency, or Adjourned)
5. Members Present and Absent (Last names listed alphabetically. Other attendees may be listed.)
6. Presiding Officer - President, vice-president, etc.
7. Business Transacted - General (Record should reflect what took place and nothing else. Speeches, discussions, etc. should not be recorded. Neither should full texts of reports or communications, except in unusual cases as the board may direct, be recorded. Lengthy motions are summarized, otherwise record as stated. Meetings are public and each vote must be publicly cast and recorded.)
8. Adjournment - usually by motion. ("Move that meeting be adjourned until 7:30 p.m., Saturday, February 21, 2199.")

Suggested Rules in Typing Minutes

1. Capitalize and center the heading designating the meeting.
2. Indent paragraphs ten spaces.
3. Indent names of those present or absent fifteen spaces.
4. Double space between each paragraph and triple space between each item in the order of business.
5. Indent resolutions fifteen spaces and single space them.
6. Capitalization of specific boards and officers should be consistent.

BOARD OF EDUCATION, MINUTES, PROCEDURE (Cont.)

7. Leave an inch and a half outside margin, particularly on the left side of the binding.
8. Capitalize all letters in the words WHEREAS and RESOLVED in resolutions.
9. Number each page at the bottom in the center of the page.

Executive Sessions Minutes

In order to protect the school board and to maintain the integrity of executive session, upon the return of the board to open session, an announcement should be made stating:

1. Names of those present and absent during the executive session;
2. All matters considered and that no other matters were discussed; and
3. The fact that no action was taken.

These items recorded in the minutes constitute executive session minutes. Generally, a verbatim transcript of what is said during an executive session is not information that is available for public record due to the inherent confidentiality of the information.

Correcting Minutes and Inserting Corrections

No large erasures should appear in the minute book. If minutes are amended or corrected at the meeting at which they are read, the corrections shall be entered in red ink, or the amendments shall be written on a separate page to be attached. No minutes shall be rewritten after they have been read. They shall stand as corrected.

Signing of Approved Minutes

The original and permanent copy of the minutes shall be signed by the board president and by the clerk of the board immediately after the adoption of the minutes.

Where Filed and How Long

The minutes are in the custody of the clerk of the board and the clerk shall keep the minutes in a suitable place in the board office as a permanent record of the district.

REFERENCE: 25 O.S. §312