

**BOARD OF EDUCATION  
MINUTES**

Since it is recognized that the board speaks through its minutes, the board will direct the superintendent to take the minutes of each board meeting. The minutes of the board meetings will be accurate and complete and will meet all legal requirements. The superintendent will be responsible for the safe keeping of the minutes. The approved minutes are public records and may be examined by any citizen of the district upon proper request except for minutes of executive sessions.

The board will determine who will record minutes of executive sessions. However, the designated individual will record only the topics discussed during such sessions and will not record any discussion by members. The designated individual will insure that the privacy of district employees and students is preserved. Minutes of executive sessions will be maintained in a sealed envelope as confidential records separate and apart from the regular board minutes and will be exempt from the Open Records Act.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances will audio/video recording or pictures of executive sessions be permitted.

Refer to BEF-P for procedures on preparing board minutes.

**REFERENCE:** 25 O.S. §312  
70 O.S. §5-119

**CROSS-REFERENCE:** Policy BE, Board of Education Meeting  
Policy BEC, Executive Sessions