

**BOARD OF EDUCATION  
MINUTES**

The Perry Board of Education recognizes that the board speaks through its board meeting minutes. The minutes clerk shall record the minutes of each board meeting. The clerk shall maintain the approved minutes in a fireproof vault. 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.

Copies of the minutes of a meeting shall be sent to members of the board before the meeting at which they are to be approved. Corrections of the minutes may be made at the meeting at which they are approved. The board president and the board clerk shall sign permanent minutes.

Newspapers located in Noble County are entitled to tentative minutes of school board meetings. Upon written request, the school district will provide tentative minutes to the requester within four (4) business days, of the conclusion of the meeting. Business days will not include Saturday, Sunday, or holidays legally declared by the State of Oklahoma. Tentative minutes shall carry a "Draft" watermark.

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.

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.

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

**CROSS-REFERENCE:** Policy BE, Board of Education Meetings and Notification Procedures  
Policy BEC, Executive Sessions