

The Board of Education shall keep written minutes of all its meetings.

The minutes shall include as a minimum the date, time and place of the meeting, the names of Board members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted. All minutes are open to public inspection.

Approved minutes of the Board shall be the official record of the actions of the Board. Upon approval by the Board of Education, minutes shall be signed by the president and secretary and entered in the official minute book. Supplements to the minutes which cannot practically be placed in the minutes shall be properly noted in the minutes and filed as supplementary exhibits. An example of this type of supplementary documentation would be general obligation bonds and/or the operational budget.

Draft minutes shall be prepared and available in the superintendent's office within ten days after the Board meeting.

With regard to closed meetings, minutes shall state the authority for closure, the subject to be discussed with reasonable specificity, how each individual Board member voted on the motion to convene in closed session, and the time of beginning and ending of the closed session.

Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state that matters discussed in the closed meeting were limited only to those specified in the motion for closure or in the notice of the separate closed meeting.