



# **SECTION I: BOARD OF EDUCATION      POLICY 1220**

## MINUTES OF BOARD MEETING

Purpose: The purpose of this policy is to describe the creation and approval of Board Meeting minutes.

The proceedings of the BAPS Board of Education shall be kept by a person so designated in the form of written minutes which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the Board of Education and all actions taken by the Board of Education. All regular board meetings may be videotaped.

The minutes of each meeting shall be open to public inspection, and shall reflect the following:

1. The nature of the meeting—regular, special, or emergency—the time, the place. In the written minutes of an emergency meeting, the nature of the emergency and the proceedings occurring at such meeting, including reasons for declaring such emergency meeting, shall be included.
2. A record of all actions taken by the Board, together with the names of the members making and seconding the motions, and a record of each member's vote on each motion, except in the case of a unanimous vote.
3. With regard to executive sessions, the Board meeting minutes shall identify who attended the executive session, include a description of the items discussed during executive session as stated in the Board meeting agenda, confirm that nothing else was discussed during the executive session, and indicate that a vote was not taken.
4. A record of the disposition of all matters that the Board considered, but upon which they did not act.
5. A Board Member may request that a brief summary of their remarks be recorded on any agenda item.

The approval of the minutes of previous meetings shall be presented as an agenda item in the next regular meeting. The Board shall vote to approve such minutes, with any necessary additions and corrections.

Normally, all regular board meetings will be videotaped. Special board meetings may be videotaped as requested by two (2) Board members.

Source:            *Broken Arrow Board of Education policy adoption, July 13, 2009.*  
                      *Broken Arrow Board of Education policy revised, February 27, 2012.*