



SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the School Board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of Little Angel Preschool to maintain its records so that they will be available for inspection by members of the general public.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The secretary shall keep and maintain records of the minutes of School Board meetings. All votes taken at meetings are required to be open to the public. Public records maintained by the School Board shall be available for inspection by members of the public during the regular business hours of St. John's Evangelical Lutheran Church. Minutes of meetings shall be available for inspection at the church office after they have been prepared. Minutes of a School Board meeting shall be approved or modified by the School Board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Minutes of Closed Meetings

1. All closed meetings must be recorded in separate minutes from the open school board meeting.
2. Minutes of closed meetings shall be classified by the School Board as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a) Recordings of any other closed meetings shall be classified and/or released as required by court order.

3. Minutes of closed meetings shall be maintained separately from recordings of open meetings. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The School Board shall cause its official proceedings to be published once three minutes have been approved at the subsequent meeting.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the School Board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, the character of resolutions offered including a brief description of their subject matter, and whether adopted or defeated. The minutes and permanent records of the School Board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the School Board, the proceedings to be published may reflect that fact.

ADOPTED: 5/7/19