

Section: School Board Governance and Operations
Title: Minutes
Number: BDDG - Critical
Legal Refs: §§ 109.180 - .190, 610.010 - .028, RSMo.
Adopted: May 9, 2013

The secretary of the Park Hill Board of Education will take the minutes of each Board meeting. The minutes of all Board meetings will be accurate, complete and meet all legal requirements. The Superintendent will be responsible for the safekeeping of the minutes. The minutes of meetings of the Board of Education will include but are not limited to the following:

1. The nature of the meeting (regular, special, open, closed, etc.), the time, the date, the place of the meeting and the Board members present and absent.
2. A record of all motions made, together with the names of the members making and seconding the motions, and a numerical record of the members voting affirmatively or negatively, unless each member's vote is recorded due to a roll call vote or required by law. If a roll call vote is taken, the vote shall be attributed to the name of the member. Special notation should be made of abstaining members, and their vote should be recorded as an abstention.

The minutes will be signed by the president and attested by the secretary of the Board following their approval by the Board.

A majority vote of the quorum of the Board, in a public session, is required before the Board may go into closed session. Closed session minutes shall be confidential material, and shall not be available to the public except as provided by law.

Park Hill School District, Platte County, MO