

BOARD POLICIES	EXECUTIVE SESSION MINUTES (BP-2018) METRO TECHNOLOGY CENTERS	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

The Metro Technology Centers Board of Education will designate a recorder who will be responsible for taking minutes in each executive session called by the Board of Education.

The minutes will be reviewed and signed by the person who took them and one other board member. This shall occur within seventy-two (72) hours. Minutes will then be sealed. The wording on the outside of the envelope will be dated and read, "To be opened only by court order, by the board president, or by the vice president in the absence of the board president."

The sealed envelope will be given to the minute clerk, who will act as custodian of these documents and who will be responsible for securing them in the area provided for that purpose.

In lieu of a recorder taking minutes during an executive session, the presiding officer may announce a statement of executive session minutes when the Board of Education returns to open session from a closed/executive session.

2.0 CROSS REFERENCE: N/A

3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
21-Apr-97	A	Adopted
22-Sep-03	B	Reformatted
15-Dec-03	C	Legal references reviewed and revised as necessary
22-Nov-04	D	Revised
22-Sep-10	E	Revised format
07-May-13	F	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework
10-Dec-13	G	Added language to allow for the President's statement of executive session minutes to be in lieu of formal, written minutes.

***** End of Policy *****