

## **MINUTES OF BOARD MEETINGS**

The Evangeline Parish School Board shall require written minutes of all of its open meetings be kept. Such minutes shall include:

- (1) The date, time, and place of the meeting.
- (2) The names of members of the public body recorded as either present or absent.
- (3) The substance of all matters decided, and, at the request of any member, a record, by individual member, of any votes taken.
- (4) Any other information that any School Board member requests be included or reflected in the minutes.

The Superintendent shall be responsible for keeping all minutes of the Board in a book provided for that purpose and, within twenty (20) days after the meeting at which the minutes are approved, present them to be published one (1) time in the official journal of the Board. The minutes shall be mailed to each member as soon as reasonably possible following the meeting. The acts of the Board shall be attested to by the signatures of the President and Secretary to the Board and shall be filed and maintained in its administrative offices as public records and shall not be moved therefrom. Board meetings are also recorded for preservation.

All minutes of the Board shall be public records and shall be made available within a reasonable time after the meeting except where such disclosures would be inconsistent with statutory provisions. In addition, transcribed minutes of meetings shall reflect total transactions of Board considerations and when approved shall bear the signature of the Secretary and President.

### OFFICIAL JOURNAL

The School Board shall select through public advertisement and bid, a newspaper as the official journal of the School Board to publish all official minutes of Board meetings, as well as all other legal advertising. The official journal shall meet all qualifications as outlined in state law and any others the Board may prescribe.

Revised: August, 2010

Ref: La. Rev. Stat. Ann. ' ' 17:81, 42:4.1, 42:4.2, 42:7.1, 43:141, 43:142, 43:145.