

**BOARD OF EDUCATION
MINUTES**

The Yale Board of Education recognizes that the board speaks through its board meeting minutes. The minutes clerk shall record the minutes of each board meeting. The superintendent shall maintain the minutes in a fireproof vault. The approved minutes are public records and may be examined by any citizen of the district upon proper request except for minutes of executive sessions.

The board will determine who will record minutes of executive sessions. However, the designated individual will record only the topics discussed during such sessions and will not record any discussion by members. The designated individual will insure that the privacy of district employees and students is preserved. Minutes of executive sessions will be maintained in a sealed envelope as confidential records separate and apart from the regular board minutes and will be exempt from the Open Records Act.

Refer to BEF-P for procedures on preparing board minutes.

**REFERENCE: 25 O.S. §312
70 O.S. §5-119**

Adoption Date: August 10, 2015