

BOARD POLICIES	METRO TECHNOLOGY CENTERS EXECUTIVE SESSION MINUTES (BP-2018)	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 shall 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 shall 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.

2.0 LEGAL REFERENCE: 25 O.S.A. § 312

3.0 CROSS REFERENCE: N/A

4.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
April 21, 1997	A	Adopted
September 22, 2003	B	Reformatted
December 15, 2003	C	Legal references reviewed and revised as necessary
November 22, 2004	D	Revised

5.0 PCF FRAMEWORK #: 11.3.1 Plan and conduct regular and special board meetings in accordance with state laws

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