

**FILE: BCBH**

**Cf: [ABD](#), [BBA](#)**

## **MINUTES OF SCHOOL BOARD MEETINGS**

The Jefferson Davis 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 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 School Board in a book provided for that purpose and, within twenty (20) days, present them to be published one (1) time in the official journal of the School Board. The acts of the School Board are filed and maintained in its administrative offices as public records and shall not be moved therefrom.

All School Board meetings shall be electronically recorded and said tapes shall be kept for a period of one (1) year from the date of the meeting. In addition, transcribed minutes of meetings shall reflect total transactions of School Board considerations and when approved shall bear the signature of the Secretary and President. Minutes shall clearly delineate between the policy making and appraisal functions of the School Board and the administrative functions of the Superintendent.

The School Board shall post on its website a copy of the School Board minutes made available for publication and shall maintain a copy of those minutes on its website for at least three (3) months after the posting. The School Board shall post the minutes on its website within ten (10) days after publication in the official journal.

The minutes 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.

## OFFICIAL JOURNAL

The School Board shall select a newspaper as the official journal of the School Board to publish all official minutes of School 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 School Board may prescribe.

Revised: September 16, 2010

Revised: October 16, 2014

Ref: La. Rev. Stat. Ann. §§[14:132](#), [17:81](#), [17:91](#), [42:12](#), [42:13](#), [42:20](#), [42:23](#), [43:141](#), [43:144](#), [43:145](#)  
Board minutes, [9-16-10](#), [10-16-14](#)

Jefferson Davis Parish School Board