

Board of Education

Exhibit - Closed Meeting Minutes 1

Closed Meeting Minutes

Date: _____ Time: _____

Location: _____

Name of person(s) taking and recording the minutes: _____

Name of person presiding: _____

Members in attendance:

Members absent:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

- 1.
- 2.
- 3.

Other people present:

- 1.
- 2.
- 3.
- 4.
- 5.

Summary of the discussion on all matters:

Time of adjournment or return to open meeting:

The Board of Education, during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment.

These minutes are available for public inspection as of: _____ .
(Date)

DATED:

¹ The required inclusions for closed meeting minutes are:

- 1. The meeting’s date, time, and place;
- 2. Board members recorded as either present or absent;
- 3. A summary of the discussion on the topic(s) specified in the vote to hold the closed meeting; and
- 4. If the vote to close the meeting was to discuss litigation that is probable or imminent, the basis for that finding.