

MEMO

DATE: August 18, 2025
TO: Board of Education
FROM: Theresa A. Sevier, Board Secretary
SUBJECT: Destruction of Audio Recordings of Closed Session Meetings

In addition to keeping written minutes of all school board meetings, school boards are required to make and keep a verbatim audio or video recording of every closed meeting. A recording may be destroyed after 18 months by vote of the school board provided that proper minutes of the meeting have been approved.

Following Board approval, the audio recording listed below of closed session meetings over 18 months old will be destroyed with the knowledge that proper minutes of these meetings have been approved:

January 22, 2024	Closed Session Meeting (Tape 1)
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Board of Education

Yannick Koger
Steve Neurauder
Scott Pope
Lyndsay Cowles, Ed.D.
Jessica McGee
Ariel Steffens
Laura Wilmarth Tyna, Ed.D.

Superintendent

Douglas Eccarius
**Assistant Superintendent
for Learning**
Jill Kingsfield, Ed.D.
**Assistant Superintendent
for Finance & Operations**
Maureen A. Jones, CSBO

Arbor View School

Dawn McCray, Principal
Briar Glen School
Mitch Dubinsky, Principal
Park View School
Kristie Mate, Principal

Westfield School

Kristen Ulery, Principal
Glen Crest Middle School
Brett McPherson, Principal
Samantha Smith, Assistant Principal