

## **MINUTES OF SCHOOL BOARD MEETINGS**

The Livingston 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.
  - A. Any statement in writing submitted by a School Board member with the request that it be included in the minutes shall be attached to the minutes as an exhibit and when so attached shall constitute a part of the minutes.
  - B. Statements in writing submitted by members of the public shall be preserved in a permanent file to be maintained by the secretary for that purpose but shall be included as part of the minutes only if the School Board so directs.
  - C. Any School Board member desiring the inclusion in the minutes of some particular part of his/her own statement, the statement of another School Board member or the statement of the public shall identify with particularity the portion so desired to be included and the portion so identified shall be included in the minutes.
  - D. Any School Board member desiring to revise or correct for the purpose of clarity any statement made by him/her at any meeting shall be privileged to do so, subject to the limitation that such revision or correction shall be handed to the secretary within the three-day period next following the meeting so that it may accompany the minutes when mailed out. Likewise any School Board member desiring to make written reply to any statement made at any meeting and to have the same attached as an exhibit to the minutes shall be privileged to do so, but subject to the limitation that such written reply shall reach the secretary in time that it may accompany the minutes to which it is to be attached.
  - E. Members of the School Board and interested citizens are encouraged to place in writing, when it can be reasonably done, statements desired for inclusion 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 after the meeting, present them to be published one (1) time in the official journal of the School Board. The minutes shall be mailed to each member as soon as reasonably possible following the meeting. The acts of the School Board are filed and maintained in its administrative offices as public records and shall not be moved therefrom.

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. 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.

#### OFFICIAL JOURNAL

The School Board shall select a newspaper of the parish 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 be selected annually and meet all qualifications as outlined in state law and any others the School Board may prescribe.

Revised: August, 2010

Revised: September 1, 2011

Revised: April 2015

Ref: La. Rev. Stat. Ann. §§17:81, 42:12, 42:13, 42:20, 43:141, 43:144, 43:145; Board minutes, 10-21-10, 9-1-11.