

1.02 **THE DISTRICT SCHOOL BOARD**

E. Board Meetings

7. Minutes

The official minutes of the School Board shall be kept as prescribed by Florida Statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available to any person during normal business hours the time the office is open to any citizen desiring to examine the minutes, in accordance with Florida Law.

~~Only motions, resolutions, and the necessary information related thereto, the name of the person making the motion or submitting the resolution, the name of the person who seconds the motion, and the vote or action thereon shall be recorded. If any School Board member or the Superintendent wishes any of his/her statements recorded, he/she may request that such become a part of the official minutes. The official minutes of the School Board shall not include a verbatim transcript and there shall be no audio or audio-visual digital or tape recording of the proceedings made by the School Board. The minutes of the School Board shall be kept as action or summary minutes to include: the date and time called to order, the time adjourned, the name of the members present, motions, resolutions, actions and votes. It shall be the duty of each member of the School Board to see to it that both the matter and his or her vote thereon are properly recorded in the minutes. Any other matter may be made part of the official minutes by direction of the chairman or by a majority of the School Board.~~