

**PATTONVILLE SCHOOL DISTRICT**

**EPS Code: BDDG**

**District Code: B205.3, B207.4**

## **MINUTES**

The secretary shall keep, or cause to be kept by a competent clerk, complete records of the action of Board meetings in compliance with state law.

The minutes will include:

1. The nature of the meeting, regular or special, the time, the place, Board members present and absent, staff members present, and the approval of minutes of preceding meeting or meetings.
2. A record of all motions passed or denied by the Board, together with the names of the members making and seconding the motions and a record of the members voting "aye," "nay," and abstaining except in the case of unanimous votes.
3. A record of the disposition of all matters on which the Board considered but did not take action.
4. Summary of remarks by the public in attendance at the meeting.
5. All reference documents.

The minutes will be signed by the president and attested by the secretary of the Board following approval by the Board.

The Board recognizes that its official minutes of all regular and special meetings are public documents, and are, therefore, available to interested citizens upon request, pursuant to the provisions of Section 610.024, RSMo. 1999.

Minutes of all closed sessions shall be confidential material, and shall not be available to the public, except as required by law.

Legal Refs.: §109.180, 162.301, 610.010, .025, RSMo. 1999  
Mo. Atty. Gen. Op. No. 12 (2/5/63)

Adopted: June 30, 1981  
Revised: January 25, 2000