

## MINUTES OF SCHOOL BOARD MEETINGS

The Terrebonne 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.

The Superintendent shall be responsible for keeping all minutes of the School Board in a book provided for that purpose. The minutes of the preceding meeting(s) shall be corrected, if necessary, then approved by the School Board at the first meeting of the month. If an error in the minutes is discovered at a later date, it may be corrected by approval of a majority of the membership of the School Board. Within twenty (20) days after the meeting, they shall be published one (1) time in the official journal of the School Board.

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. The official minutes shall be bound and kept in the office of the Superintendent as a permanent record of the Terrebonne Parish School Board.

Revised: June 1998  
Revised: September 2010

Revised: August 2011  
Revised: November 2014

Ref: La. Rev. Stat. Ann. §§17:81, 42:12, 42:13, 42:20, 43:141, 43:144, 43:145; Board minutes 7-7-98, 9-21-10, 8-16-11, 11-11-14