

SAU 83 Fremont School District

Processing & Storing Non-Public School Board Minutes

1. When the School Board votes to seal the minutes of a non-public meeting, the School Board recording secretary will bring one printed copy of the draft sealed non-public minutes to the SAU for the next non-public meeting.
2. Copies of the draft sealed minutes will be made for the board and any other included person who is responsible for voting on or assisting with the vote on these minutes.
3. The draft sealed non-public minutes will be reviewed in non-public session where they can be approved as is or accepted as amended.
4. After the minutes are approved or approved with amendment(s), the recording secretary then provides the final copy to the SAU office in a sealed, opaque envelope within 72 hours.
5. The envelope shall be labeled with "Fremont School Board Sealed Non-Public Minutes" on the exterior of the envelope. The envelope flap will be cross signed by the School Board recording secretary. The envelope shall be dated with the date of the non-public meeting and the date upon which the minutes will be unsealed.
6. The minutes shall be listed on the Non-Public Sealed Minutes roster with at least the date of the meeting and the date of unsealing.
7. The approved minutes should be deleted from the school board recording secretary's computer, any remaining copies shredded. The only existing copy of the minutes should be at the SAU office in the appropriate location.
8. The roster of Non-Public Sealed Minutes shall be reviewed once a year and expired sealed minutes should be opened and filed with the regular meeting minutes for that meeting.

Thursday, June 05, 2014