

**BOARD OF EDUCATION  
MINUTES**

The Holdenville Board of Education recognizes that the board speaks through its board meeting minutes. The minutes clerk shall record the minutes of each board meeting. The approved minutes are public records and may be examined by any citizen of the district upon proper request except for minutes of executive sessions. Minutes of executive sessions will be recorded by the minutes clerk. However, the clerk will record only the topics discussed during such sessions and will not record any discussion by members. The minutes clerk will insure that the privacy of district employees and students is preserved. Minutes of executive sessions will be maintained as confidential records separate and apart from the regular board minutes and will be exempt from the Open Records Act. Refer to BEF-P for procedures on preparing board minutes.

REFERENCE: 25 O. S. 312  
70 O. S. 5 – 119