

ROLLING RIVER SCHOOL DIVISION POLICY

Minutes of the Meeting of the Board of Trustees

BDDK/P

The minutes of a meeting of the Board of Trustees will reflect matters that are of a non-confidential nature. The non-confidential portion of a report will be recorded in the regular session of the Board meeting. Confidential items in a report will be discussed "in camera" in Committee of the Whole. Confidential information discussed in the "in camera" portion of Board Meetings will be recorded in the minutes subject to the conditions in the accompanying Regulation.

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Regulation

Date Adopted: October 16, 1986

Date Revised: December 1, 2005

Date Revised: April 21, 2010

ROLLING RIVER SCHOOL DIVISION REGULATION

Minutes of the Meeting of the Board of Trustees

BDDK/R

The Secretary-Treasurer will record confidential information discussed in "in-camera" Board and Committee meetings as follows:

1. Following an "in camera" session, the Board minutes will record a general description of the topic discussed or a resolution on action that the Board wishes to take on a matter that results from the "in-camera" session.
2. Disciplinary measures taken by the Division Administration with respect to personnel or student matters must be reported to the Board "in camera". These reports remain confidential unless the Board takes specific action, in which case, the action taken by the Board, but not the employee or student name, will be recorded in the Board minutes.
3. Names of individuals and personal information will not be recorded in a Board resolution that deals with personal or confidential matters.
4. Committee Reports will be received as information by Board resolution. An action that results from a Committee Report will be adopted by a resolution in the regular Board session.

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