

# ROLLING RIVER SCHOOL DIVISION POLICY

## Reporting and Recording Confidential Information

BDDK/P

The minutes of a board meeting 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.

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

1. Confidential items in a report will be reported "in camera" in Committee of the Whole.
2. Following an "in camera" session, the Board minutes will only record the action that the Board wishes to take on a matter that stems from the "in-camera" session.
3. 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.
4. Names of individuals and personal information will not be recorded in a Board resolution that deals with personal or confidential matters.
5. 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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**Date Adopted:** October 16, 1986

**Date Revised:** December 1, 2005