

**Board of Education**

**Exhibit - Closed Meeting Minutes 1**

**Closed Meeting Minutes**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Name of person(s) taking and recording the minutes: \_\_\_\_\_

Name of person presiding: \_\_\_\_\_

Members in attendance:

Members absent:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

- 1.
- 2.
- 3.

**Summary of the discussion on all matters:**

**Time of adjournment or return to open meeting:**

*The Board of Education, during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment.*

**These minutes are available for public inspection as of:** \_\_\_\_\_ .  
(Date)

DATED: March 18, 2013

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- 1** The required inclusions for closed meeting minutes are:
- 1. The meeting's date, time, and place;
  - 2. Board members recorded as either present or absent;
  - 3. A summary of the discussion on the topic(s) specified in the vote to hold the closed meeting; and
  - 4. If the vote to close the meeting was to discuss litigation that is probable or imminent, the basis for that finding.