

COMMISSION ON SECLUSION AND RESTRAINT IN SCHOOLS MEETING MINUTES POLICY

Adopted: 2/16/2017

The following Policy has been established by the Commission on Seclusion and Restraint in Schools (the "Commission") regarding Commission meeting minutes, beginning 2/16/2017 and continuing. The Commission is authorized to develop this policy through IC 5-14-1.5-3, IC 5-14-1.5-4.

1. At a minimum, meeting minutes taken at each meeting will include the required elements listed in IC 5-14-1.5-4(b) to wit:
 - (1) The date, time, and place of the Commission's meeting.
 - (2) The members of the Commission recorded as either present or absent.
 - (3) The general substance of all matters proposed, discussed, or decided.
 - (4) A record of all votes taken by individual members if there is a roll call.
 - (5) Any additional information required under section IC 5-14-1.5-3.5 or IC 5-14-1.5-3.6 [electronic meetings statutes] or any other statute that authorizes a governing body to conduct a meeting using an electronic means of communication

2. The Commission Chair and the IDOE support staff are responsible for taking and compiling the minutes. Pursuant to IC 5-14-1.5-4(c), the minutes are to be available within a reasonable period of time after the meeting for the purpose of informing the public of the governing body's proceedings. The minutes, if any, are to be open for public inspection and copying.

3. The previous meeting minutes will be reviewed at a subsequent meeting of the Commission in order to be approved by the Commission.

This Policy will not terminate unless the Commission meets to renew, modify or terminate the Policy.