

BEDG

MINUTES

The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of those actions. Therefore, the secretary of the Committee will be responsible for reporting in the minutes all actions taken by the Committee.

The Open Meeting law requires public bodies to approve meeting minutes in a timely manner. Public bodies that approve meeting minutes within the next three meetings or 30 days, whichever occurs latest, will have approved the minutes in a timely manner.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the minutes from the last regular and each subsequent special meeting.
2. Names of the members present or absent.
3. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Notation of formal adjournment.

Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved.

The approved minutes will become permanent records of the Committee. Minutes of public meetings will be in the custody of the Superintendent who will make them available to interested citizens upon request.

CROSS REF: B-13 Minutes

LEGAL REFERENCE: M.G.L. 39:23B; 66:10

Reapproved: April 3, 2013

1st Reading: January 17, 2017

2nd Reading: February 7, 2018

Reapproved: February 7, 2018