

### **Minutes**

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

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the School 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 School 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 School Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available upon request.

APPROVED:           October 23, 2006

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

CROSS REF.:        BA, General School Committee Operations and Relations  
                      KDB, Public's Right To Know