

MINUTES

The minutes of a School Committee meeting constitute the written legal record of Committee actions. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the 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 time, if during the meeting;
3. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, 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.
5. List of documents presented at the meeting and a summary of the discussion.

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. In accordance with Massachusetts Law, minutes of Open Session meetings will be made available to the public upon request, even though the draft minutes have not yet been approved by the Committee.

The approved minutes will become permanent records of the 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 to interested citizens upon request in the office of the Superintendent and in the public library.