

File: BEDG**MINUTES**

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

It shall be the responsibility of the Superintendent or his/her designee to prepare and maintain minutes of the meetings of the School Committee and any of its subcommittees. If the Superintendent or his/her designee cannot record the minutes, then they will be recorded by the School Committee Secretary.

Minutes will include:

1. A statement about the nature of the meeting, and its time and place.
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 Committee, of communications, and of 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. The votes of individual members, if not required by law, may be recorded if they so request.
6. The approved minutes will become permanent records of the Committee.
7. 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.

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.

Legal Refs.: M.G.L. 30A:21, Open Meeting Law: Executive Session
M.G.L. 30A:22, Open Meeting Law: Minutes
940 CMR 29.00, Open Meeting Regulations

Cross Ref.: BDB, School Committee Officer Responsibilities

Revised: January 18, 1996

Revised: September 14, 2011