

Minutes

The Board secretary shall keep, or cause to be kept, a record of all Board proceedings as required by statutes, which shall be a complete record of Board meeting action, including resolutions and motions in full. Minutes should always reflect Board of Education action rather than purporting to contain the entire discussion preceding Board action.

One copy of the official minutes shall be maintained in the office of the Superintendent and one copy in the office of the town clerk. They shall be made available to interested citizens upon request.

Board minutes shall be available in unapproved form, within 7 days of a Board meeting; a written record of Board votes shall be available for public inspection in the Superintendent's office within 48 hours of a Board meeting excluding Saturdays, Sundays, and legal holidays. (In determining the time herein, any day on which the Board office is closed shall also be excluded).

Copies of the minutes of a meeting shall be sent to all members of the Board before the meeting at which they are to be approved. Permanent minutes shall be signed by the recording secretary.

Legal Reference: Connecticut General Statutes

1-19 Access Exempt records.

1-21 Meetings of government agencies to be public. Recording of votes, Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

10-224 Duties of the secretary

Reference: Robert's Rules of Order: Newly Revised

Adopted: 5/14/12