

## **MINUTES**

The minutes of a School Committee meeting constitute the written record of committee action and they are the 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.

Minutes will set forth:

1. A statement on the nature of the meeting (regular, special or executive session);
2. The date, time and place;
3. The members present or absent (annotated as to arrival and departure times if during the meeting);
4. A summary of the discussions on each subject;
5. A list of documents and other exhibits used at the meeting;
6. The decisions made and the actions taken at each meeting, including the record of the results of all votes (including the names of members moving and seconding each vote).

No vote taken at an open session shall be by secret ballot. Any vote taken at an executive session shall be recorded by roll call and entered into the minutes.

Minutes of all open sessions shall be created and approved in a timely manner. Copies of the minutes will be sent to all Committee Members with sufficient time to review in advance of the meeting at which such minutes are to be approved.

The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been released will be in the custody of the Superintendent who will make them available to interested citizens upon request.

LEGAL REFS.: M.G.L. 30A:22; 66:10

CROSS REFS.: KDB, Public's Right to Know  
BEC, Executive Sessions

APPROVED: 2/4/16