

Minutes

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the Board of Education and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
 - a. The time, place and date of each meeting.
 - b. The names of those members in attendance.
 - c. The disposition of all matters on which action was recommended.
 - d. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
 - e. All decisions concerning future meetings and agendas.
 - f. By request, a brief statement of a Board member may be included.
5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight (48) hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting. The minutes will be posted on the Board's website, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board of Education at a duly convened meeting of the Board.

Legal Reference: Connecticut General Statutes § 1-225

Bylaw adopted: September 9, 1991
Bylaw revised: November 13, 2002
Bylaw reviewed: February 11, 2004
Bylaw revised: March 10, 2004
Bylaw revised: February 10, 2016