

Bylaws of the Board

Minutes

The secretary of the Board of Education shall keep minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the Board Members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in the superintendent's office. Minutes shall be made available to the public for inspection within seven days after each meeting.

Maintaining the Minutes

The minutes of meetings of the Board of Education shall be maintained as outlined below:

1. Content - Board of Education procedure
 - a. The date, place and type of meeting
 - b. Members present and members absent, by name
 - c. Call to order and opening ceremony
 - d. Arrival of tardy members by name and time
 - e. Departure of members by name before adjournment, or if absent when any agenda items are acted upon
 - f. Record of written notice of special meetings
 - g. Records of items of business to be considered at future regular or special meetings
2. Content – Board of Education actions
 - a. Approval or amended approval of the minutes of preceding minutes
 - b. Complete information as to each subject of the Board of Education's deliberations
 - c. Complete information as to each subject including the roll call records of the vote on a motion if not unanimous
 - d. All Board of Education resolutions in complete context
 - e. A record of all contracts entered into

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Minutes (cont.)

- f. All employment decisions and resignations or terminations of employment
- g. A record of all bid procedures, including calls for bids authorized, bids received, and other action taken
- h. Adoption of the annual budget
- i. Financial Reports
- j. A record of all important correspondence
- k. A record of the superintendent's reports to the Board
- l. Adoption of all policies and bylaws, and approval of regulations as required
- m. A record of all delegations appearing before the board
- n. Adoption of the annual school calendar

Legal Reference: Connecticut General Statutes
10-218 Election of officer
10-224 Duties of the secretary
1-21 Meetings of government agencies

Bylaw adopted: December 10, 1990
Bylaw reviewed: July 1, 2009