

First Reading: 2/7/19  
Second Reading: 2/28/19  
Third Reading: 3/14/19

File: BEDG

Edited on 1/14/19 Review and compare to MASC version for Feb.SC Agenda

## MINUTES

The School Committee elects a member to be Secretary. It is the duty of the Secretary to keep a permanent record of its meetings, setting forth the date, time, place, members present or absent, and action taken at each meeting including executive session. The record book shall be kept in ~~the safe~~ a secure location overseen by ~~at~~ the Superintendent's office.

The minutes of the preceding School Committee meeting will appear as the first agenda item for the School Committee approval during the next meeting. When approved, the minutes will be signed by the Secretary of the School Committee. The record of each meeting shall become a public record as soon as it has been accepted, and be available to the public; provided, however, that the record of any executive session remains confidential as long as publication may defeat the lawful purposes of the executive session. (M.G.L. Ch. 39, Sec. 23).

Minutes will include:

1. The date, time, place, the members present or absent, annotated as to arrival and departure times, if the member arrives and or leaves during the meeting, a summary of each subject, and a list of documents and exhibits used at the meeting,
2. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to 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.
3. Notation of formal adjournment.

Specific comments and/or discussion should only be included in the minutes as a result of a vote of the Committee. The minutes are not a transcript of the meeting. Documents used during a School Committee meeting become part of the official record and must be maintained, based upon their content, in accordance with the Commonwealth's Municipal Public Records Retention Schedule, which is available on the Secretary of State's website.

LEGAL REFS.: ~~M.G.L. 39:23B; 66:10~~ M.G.L. 30A:22; 66:10; 940 CMR 29.00

CROSS REF.: KDB, Public's Right to Know; BEC, Executive Session