

<i>Policy</i>	<i>Title</i>	<i>Code</i>
	SCHOOL COMMITTEE MEETING MINUTES	BEDG

HOLLISTON

The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of any and all actions taken. Therefore, the Secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, in relation to the actions/votes taken at the meeting.
3. 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 as well as 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.
4. Notation of formal adjournment.

Copies of the minutes will be sent to all Committee members at least seventy-two (72) hours in advance of the meeting at which the minutes are to be approved. Committee members may suggest non-substantive changes (related to grammar, punctuation, capitalization and the like) up to two working days after the meeting by sending an email to the Superintendent and Chair of the School Committee. Substantive changes that pertain to the content of the meetings must be discussed in open session.

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

First Reading:	November 13, 1997
Second Reading:	Waived
Third Reading:	Waived
Policy Adopted:	November 13, 1997
Policy Amended:	January 24, 2013, December 30, 2015, January 22, 2018
Policy Reviewed	January 22, 2018
Legal Reference:	M.G.L. 4:7, Clause 26; M.G.L. 30A:20; M.G.L. 66:10
Policy Cross Reference:	BE (School Committee Meeting); BEC (School Committee Executive Session)
Procedure Reference:	