

MINUTES

1. In compliance with legal requirements, a complete and accurate set of minutes of each Board meeting shall be kept. The Board Secretary shall assure the accuracy of said minutes and their proper maintenance, as well as the posting of said minutes to the Regional School District 17 website.
2. Minutes shall be maintained at the RSD17 Central Office in an official record book designated for said purpose.
3. The minutes shall constitute the official record 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 and those absent.
 - C. Arrival of tardy members by name and time. Departure of members prior to adjournment or if absent when any agenda items are acted upon.
 - D. The Call to Order and disposition of all matters on which action was recommended.
 - E. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
 - F. All decisions concerning future meetings and agendas.
 - G. By request, a brief statement of a Board member may be included.
5. Votes taken shall be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection and posted on the Board’s website not later than seven (7) days after the date of the meeting to which they refer.
6. If, in accordance with applicable law, the Board conducts a meeting in which one or more Board members attend by means of electronic equipment, the minutes of the meeting shall record a list of Board members that attended the meeting in person and a list of members that attended the meeting by means of electronic equipment.

Legal Reference: Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

1-225 Meetings of government agencies to be public. Recording of votes.

APPROVED: 11.10.20

REVISED: 08.16.22