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 Bethany Public School District's (District) Administrative Offices in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the Board of Education (Board) 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, and the minutes shall be made available for public inspection and posted on the Board's Internet website, not later than seven (7)days from the date of the meeting to which they refer, however, the Board shall not be required by law to post such minutes on an Internet website. Should the Board decide to make minutes available on the Board's Internet website, it shall do so at the sole discretion of the Board.
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 attend the meeting by means of electronic equipment.

Legal Reference: Connecticut General Statutes § 1-225
Public Act 22-3

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
Bylaw revised: April 8, 2020
Bylaw revised: December 14, 2022

Source: Shipman