

REGULAR SCHOOL COMMITTEE MEETINGS

The School Committee will hold regular business meetings. The time and frequency will be decided by the Committee. Meeting dates will be publicized in advance and agenda will be posted in accordance with open meeting laws.

School Committee meeting minutes constitute the official written record of discussion and action by the School Committee. The Superintendent is the custodian of School Committee records.

The Committee will appoint a professional secretary who, on behalf of the Secretary of the School Committee, will record all meeting proceedings. Minutes will, as required by law, include at least:

1. The date, time and place of the meeting
2. The members of the Committee recorded as either present or absent
3. A record by individual members of any vote taken
4. Any other information relevant to the business of the Committee that any member requests be included or reflected in the minutes

As public records, the minutes will be made public as soon as they have been reviewed, corrected if necessary, and approved by vote of the Committee.

If a committee member wishes to include statements in the official minutes of the School Committee, he/she is to preface the statement with a remark “for the record” or “I wish to have it included in the minutes”. The secretary taking the minutes would then be sure to include such statements in the minutes for School Committee approval.

ADOPTED: January 6, 1992
REVISED: February 26, 2001, September 26, 2022
REVIEWED/RECODED: March 27, 2023

LEGAL REF: RIGL 16-2-8 42-46-1 through 42-46-10