

SALEM SCHOOL SYSTEM
Salem, Connecticut

BY LAWS OF THE BOARD

MINUTES

The minutes of meetings of the Board shall include:

1. Content – Board procedure
 - a. The date, place and type of meeting
 - b. Members present and members absent, by name
 - c. Call to order
 - d. Arrival of tardy members by name before adjournment or if absent when any agenda items are acted upon
 - e. Agenda, as approved. Attached to the minutes
 - f. Record of future agenda items

2. Content – Board actions
 - a. Approval or amended approval of the minutes of preceding meetings
 - b. Information presented to support each subject of the Board's deliberations
 - c. Actual wording of motions and resolutions made, including whether it passed or failed, along with each member's vote
 - d. A record of all contracts entered into
 - e. All employment decisions and resignations or terminations of employment
 - f. A record of all bid procedures, including calls for bids authorized, bids received and other action taken
 - g. Adoption of the annual budget
 - h. Financial reports, including collections received and deposited, and sales of property as presented to the Board each month
 - i. A record of all important correspondence
 - j. A record of the Superintendent's reports to the Board
 - k. Adoption of all policies and bylaws, and approval of regulations as required
 - l. A record of all delegations appearing before the Board
 - m. Adoption of the annual school calendar
 - n. Approval of job descriptions for each employee

Legal Reference: Connecticut General Statutes: 1-21 Meetings of government agencies to be public. 10-218 Election of Officers. 10-224 Duties of the Secretary.

1st Reading: March 26, 1996

Procedures Adopted: April 9, 1996

Revised Procedures 1st Reading: August 14, 2006

Revised Procedures Adopted: September 5, 2006

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