

Haverhill School Committee
Policy BEDG

MINUTES

In compliance with state law, the School Committee shall maintain accurate minutes of the actions taken at each meeting, and a summary of all matters voted shall be made available to the public with reasonable promptness. The votes taken in executive session may remain secret so long as their publication would defeat the lawful purposes of the executive session, but no longer. (M.G.L., Chapter 39, S23B)

The School Committee also directs the secretary to include in the minutes a record of all motions made, with the names of the persons presenting the motion and seconding it. This is to be recorded whether or not action is taken on the motion.

The Committee additionally directs the secretary:

1. To file back-up data and supporting information relative to items on the open meeting agenda in the office of the Superintendent.
2. To keep the data referred to in (1) above for at least three years or until released by the School Committee.
3. To record in the minutes only the official action taken by the Committee and a record of members "for" and "against" motions except in cases of unanimous votes. The minutes shall reflect official action taken by the Committee and a record of the members' votes on each motion except in cases of unanimous votes.
4. While the minutes will not be verbatim transcripts, they will contain a summarized version of pertinent discussions.
5. Minutes of School Committee meetings shall be kept in perpetuity. Consistent with state regulations, minutes shall be committed to microfilm/microfiche after 3 years. (M.G.L. Ch. 66, Section 15)

Revised 4.98

Revised 5.98

Revised 10.98