

The minutes will be prepared by the Board Recording Sec

BYLAWS OF THE BOARD

Minutes:

All actions of the Board, together with pertinent background information, shall be recorded in the Minutes of the Board of Education. The Minutes shall be prepared by the Board [Recording Secretary](#), ~~with the help of a stenographer employed at the discretion of the Board~~, and shall be distributed to Board members and the Town.

One copy of the official minutes shall be maintained in the Office of the Superintendent, and one copy in the Office of the Town Clerk. The minutes shall be available for public inspection via the Board's website.

Adopted: March 23, 1981

Revised May 24, 2021