

**#9540.9
Minutes**

The Secretary of the Board of Education shall be responsible for complete and accurate minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings shall be kept in the office of the Superintendent of the Madison Public Schools. The votes of each Board member upon any issue shall be made available to the public in writing within forty-eight (48) hours of the meeting and also recorded in the minutes of the session as which they were taken. Minutes shall be made available to the public for inspection within seven (7) days after each meeting, except as required by the law regarding emergency meetings.

The minutes of the Board of Education shall include:

- the date, place and type of meeting (regular, special, adjourned, emergency);
- members present by name;
- notation of others present, including the Superintendent of Schools;
- call to order, identification of the person presiding including his / her office and the opening ceremony;
- late arrival and early departure of members by name;
- approval or amended approval of the minutes of preceding meetings;
- a record of public comments made at the meeting;
- recorded summary of all business identified in the agenda as well as any item appropriately placed on the agenda in accordance with the state law and these bylaws;
- the exact wording of each motion, the names of the individuals making and seconding, and the disposition; and
- the time of adjournment.

The minutes shall be permanently filed and indexed for the purpose of reference. All reports requiring Board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference, and if so, shall be placed in the district office as a permanent record.

Legal Reference:	Connecticut General Statutes - Sec. 1-21
Date of Adoption:	1/17/72
1st Revision:	6/19/90
2nd Revision:	4/7/92
3rd Revision:	1/3/95