

**MINUTES**

The Superintendent, in his/her role as School Committee Secretary, shall prepare and maintain accurate minutes of all meetings of the Committee.

The minutes shall reflect the type of meeting (regular, special, or emergency), the date, time, and place of the meeting, and the names of the members present, those absent with excuse (if any), and those absent without excuse (if any).

The minutes shall include, at a minimum: the wording of motions and resolutions; the name of the Committee member making the motion; the name of the Committee member seconding the motion (if a second is required); the action taken; and the vote.

When a Committee member abstains from voting because of a conflict of interest as defined by law, his/her abstention and reason for doing so shall be recorded in the minutes.

Draft (unapproved) minutes of meetings will be distributed to all Committee members prior to the meeting at which they are to be presented for approval. Draft (unapproved) minutes will be made available to the media upon request and may be inspected and copied by members of the public at the Office of the Superintendent. Draft (unapproved) minutes shall be stamped “draft” to indicate their status.

The Committee at its next regular meeting shall act upon School Committee meeting minutes. The Committee’s action on the minutes will be reflected in the minutes of the meeting at which they are approved.

Approved minutes shall be permanently filed in the Office of the Superintendent, where they shall be available to the public for inspection and copying during normal business hours.

Legal Reference: 1 MRSA §§ 402(3), 408  
20-A MRSA §§ 1004, 1055  
30-A MRSA § 2605

Cross Reference: BBBDA - Board Declared Vacancy Caused by Absenteeism  
**Chebeague Island School Department**

**Chebeague Island School Department  
School Committee Policy**

**File: BEDG**

BEDI - Committee Relations with the Media

Adopted: **September 20, 2011**