

## MINUTES

The Superintendent, in his/her function as School Committee Secretary, shall prepare and maintain accurate records of all meetings of the School 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 Board member making the motion; the name of the Board member seconding the motion (if a second is required); the action taken; and the vote.

When a Board 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 all School Committee meetings will be distributed to all School 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.

School Committee meeting minutes shall be acted upon by the School Committee at its next regular meeting. The School 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. Approved minutes shall also be posted on the Westbrook School Department web site.

Legal Reference: 20-A MRSA § 1055

Cross Reference: BBBDA - School Committee Declared Vacancy Caused by  
Absenteeism  
BE - School Committee Meetings  
BID - School Committee Member Compensation

Approved: February 27, 1989

Revised: July 22, 1998, March 10, 2004