

## MINUTES

The minutes of a Granby School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the actions were taken. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all action taken by the Committee.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the date, the time, the place, and the approval of the minutes of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted including executive session. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Notation of formal adjournment.

Copies of the minutes will be sent to all Committee members at least forty-eight (48) hours in advance of the meeting at which the minutes are to be approved.

The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.

Minutes of School Committee meetings after approval by the School Committee, may be shown to any resident of the Town of Granby upon their request including executive session unless disclosure may defeat the lawful purposes of the executive session. Records of the School Committee may not be removed from the meeting place, except by majority vote of the School Committee.

LEGAL REFS.: M.G.L. 39:23B; 66:10

CROSS REF.: KDB, Public Right To Know

Revised February 7, 2005

Adopted October 6, 2003

Granby Public Schools – 2003