

MINUTES

The minutes of a Mansfield School Committee meeting constitute the written record of Committee actions; they are legal evidence of what action was taken. Therefore, the secretary of the School Committee will report in the minutes all actions taken by the Committee.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval 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. 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.

The secretary of the School Committee will send copies of the minutes to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved. The secretary or Chairperson will schedule meeting minutes to be approved at the next regularly scheduled School Committee meeting.

The approved minutes will become permanent records of the Mansfield School Committee. Minutes of public meetings and minutes of executive sessions that the School Committee has voted to declassify will be in the custody of the Superintendent, who will make them available to interested citizens upon request.

Revised: June 16, 2015
SOURCE: MASC
LEGAL REFS.: M.G.L. 30A:22; 66:10
CROSS REF.: KDB, Public's Right To Know

NOTE: Specific comments and/or discussion should only be included in the minutes as a result of a vote of the Committee. The minutes are not a transcript of the meeting. Audio and/or videotapes of meetings may serve the purpose of preserving a record of discussions. Discussions do not, however, have to be reflected in the minutes.