

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

## Minutes

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

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 and those absent.

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; the action taken; and the vote.

Draft (unapproved) minutes of meetings will be distributed to all Board 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.

Board meeting minutes shall be acted upon by the Board at its next regular meeting. The Board'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.

Copies of Board minutes will be posted on the school unit's website and at all District schools.

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  
BEDI - Board Relations with the Media

History:	Adopted	Meeting #322	June 5, 1978 (as policies BBAA & KD)
	Revised	Meeting #636	May 3, 1993
	Revised	Meeting #638	July 5, 1993
	Revised	Meeting #647	December 6, 1993
	Revised	Meeting #837	April 2, 2007