

## PLYMOUTH PUBLIC SCHOOLS

### MINUTES

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

Minutes will include:

- 1.0 A statement on the nature, the time and the place of the meeting.
- 2.0 Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
- 3.0 A complete record of official actions taken by the Committee of communications presented and to all other business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding a record of the results of the vote, and a brief summary of the School Committee's deliberation of the motion. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
- 4.0 Notation of formal adjournment.

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 for review by interested citizens upon request and who will provide copies, at the then current per page rate, to all citizens who so request them.

Minutes of a School Committee meeting will be forwarded to all Committee members at least 48 hours in advance of the meeting at which time the minutes are to be approved. The administration shall make every effort to have the minutes of a School Committee meeting available at the following meeting provided said meetings are spaced at least two weeks apart.

Information:	<u>13 Oct 1987</u>	Joint
Discussion:	<u>8 Mar 1988</u>	Joint
Approval:	<u>21 Mar 1988</u>	Local

<u>Review:</u>	
Information:	<u>29 April 2003</u>
Discussion:	<u>29 April 2003</u>
Discussion:	<u>16 June 2003</u>
Approval:	<u>16 June 2003</u>

<u>Revision:</u>	
Information:	<u>February 7, 2011</u>
Discussion:	<u>February 7, 2011</u>
Approval:	<u>February 7, 2011</u>