

**MINUTES**

The Board Secretary shall keep, or cause to be kept, a record of all Board proceedings as required by statutes, which shall be a complete record of Board meeting action, including resolutions and motions in full. Minutes should always reflect Board of Education action rather than purporting to contain the entire discussion preceding Board action.

One copy of the official minutes shall be maintained in the Office of the Superintendent and one copy in the office of the Town Clerk and shall be posted on the District's Internet website. They shall be made available to interested citizens upon request.

Board minutes shall be available in unapproved form, within 72 hours of a Board meeting excluding Saturdays, Sundays, and legal holiday; a written record of Board votes shall be available for public inspection in the Superintendent's office within 48 hours of a Board meeting excluding Saturdays, Sundays, and legal holidays. (In determining the time herein, any day on which the Board office is closed shall also be excluded.)

The minutes of a meeting shall be sent to all members of the Board before the meeting at which they are to be approved.

Legal Reference: Conn. Gen. Stat. § 1-210 Access to public records. Exempt records.  
Conn. Gen. Stat. § 1-225 Meeting of government agencies to be public.  
Recording of votes. Schedule and agenda of meetings to be filed.  
Notice of special meetings. Executive sessions. (subsection (a) re minutes), as amended by June 11 Special Session, PA 08-3  
Conn. Gen. Stat. § 10-218 Officers. Meetings.  
Conn. Gen. Stat. § 10-224 Duties of the secretary.

Litchfield Board of Education  
Bylaw Adopted: 12/6/1983  
Bylaw Revised: 3/17/2010, 6/19/2019