

PLAINFIELD PUBLIC SCHOOLS
MINUTES

The meetings of the Board of Education, except executive sessions, shall be open to the public. The annual schedule of regular meetings of the Board shall be filed in the Town Clerk's office and be posted on the district website no later than January 31 of each year. Notice of each special meeting shall be posted in the Town Clerk's office and on the district website not less than twenty-four hours before the meeting occurs.

The votes of each member upon any issue before the Board shall be reduced to writing and made available for public inspection within forty-eight hours and should be recorded in the minutes of the meeting. Within seven days of said meeting, such unapproved minutes shall be filed at the Town Clerk's office and posted on the district's website.

The minutes will include:

1. the nature of the meeting (regular or special), the time, the place, Board members present and absent, staff members present, and the approval of minutes of the preceding meeting or meetings
2. a record of all motions passed or denied by the Board together with the names of the members making and seconding the motion and a record of the members voting yea and nay, or abstention except in the case of unanimous votes
3. a record of the disposition of all matters on which the Board considered but did not take action
4. a summary of remarks by the public in attendance at the meeting.

The minutes will become permanent records of the Board and will be in the custody of the Superintendent who will make them available to interested citizens upon request and submit an approved copy to the office of the Town Clerk.

Legal Reference: Connecticut General Statutes

[1-210](#) Access to public records. Exempt records.

[1-225](#) Meetings of government agencies as amended by June 11 Special Session, PA 08-3 and PA 10-171.

[10-224](#) Duties of the secretary.

Robert's Rules of Order Newly Revised

Adopted: 6/9/87

Revised: 11/12/08

Revised: 5/8/13