

**WINSLOW PUBLIC SCHOOLS
25 MESSALONSKEE AVE.
WATERVILLE, ME 04901**

MINUTES

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

The minutes shall include, at a minimum: the wording of motions and resolutions; the name of the School Board member making the motion; the name of the School Board member seconding the motion (if a second is required); the action taken; and the vote.

When a School Board member abstains from voting because of a conflict of interest as defined by law, his/her abstention and reason for doing so shall be recorded in the minutes.

Draft (unapproved) minutes of meetings will be distributed to all School 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. Draft (unapproved) minutes shall be stamped "draft" to indicate their status.

School Board meeting minutes shall be acted upon by the School Board at its next regular meeting. The School 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 School Board minutes will be posted on the school unit's website and/or shall be made available at the town office.

ADOPTED: Prior to 1984; **REVISED:** January 7, 1991; May 21, 2003; **REVISED:** 2/24/14

SOURCE: Board Policy