

## **Bylaws of the Board**

### **Minutes**

The Secretary of the Board of Education shall keep minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in a fireproof vault. Minutes shall be made available to the public for inspection within seven days after each meeting.

### **Recording of Votes**

Motions or resolutions shall be recorded as having passed or failed and individual votes will be recorded. All motions and resolutions shall be numbered for each fiscal year beginning July 1.

### **Maintaining the Minutes**

The minutes of meetings of the Board of Education shall be maintained as outlined below:

1. Content -- Board of Education procedure
  - A. The date, place, and type of meeting
  - B. Members present and members absent, by name
  - C. Call to order, and opening ceremony
  - D. Arrival of tardy members by name and time
  - E. Departure of members by name before adjournment, or if absent when any agenda items are acted upon
  - F. Record of written notice of special meetings
  - G. Records of items of business to be considered at future regular or special meetings
2. Content - Board of Education actions
  - A. Approval or amended approval of the minutes of preceding meetings
  - B. Complete information as to each subject of the Board of Education's deliberations
  - C. Complete information as to each subject including the roll call record of the vote on a motion if not unanimous
  - D. All Board of Education resolutions in complete context, numbered serially for each fiscal year
  - E. A record of all contracts entered into
  - F. All employment decisions and resignations or termination of employment
  - G. A record by number of all purchase orders approved

- H. A record of all bid procedures, including calls for bids authorized, bids received, and other action taken
- I. A record by number of all warrants approved for payment
- J. Adoption of the annual budget
- K. Financial reports, including collections received and deposited, and sales of personal property, as presented to the Board of Education each month
- L. A record of all important correspondence
- M. A record of the Superintendent's reports to the Board
- N. Adoption of all policies and bylaws, and approval of regulations as required
- O. A record of all delegations appearing before the Board
- P. Adoption of the annual school calendar
- Q. Approval of job descriptions for each employee

Legal Reference: Connecticut General Statutes

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

[10](#)-218 Election of officers.

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

Bylaw adopted by the Board: May 9, 2011