

**MINUTES**

The Superintendent, in his/her roles as Board Secretary, shall prepare and maintain accurate minutes of all meetings of the 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, those absent with excuse (if any), and those absent without excuse (if any).

When a 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 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.

Minutes of all meetings of the full board shall be mailed to all board members and to those organizations supplying stamped, self-addressed envelopes.

Board meeting minutes shall be acted upon by the Board at its next regular meeting. The 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.

Legal Reference:     1 MRSA §§ 402(3), 408  
                          20-A MRSA §§ 1004, 1055  
                          30-A MRSA § 2605

Cross Reference:     BBD - BOARD DECLARED VACANCY CAUSED BY  
  ABSENTEEISM

**Adopted:     September 11, 1978**  
Revised:     January 25, 1994  
Revised:     February 10, 2004  
Reviewed:    January 29, 2009

**MSAD No. 9**