

MINUTES

The Superintendent shall keep, or cause to be kept, complete records of all meetings of the School Committee. These minutes shall include:

1. A record of all actions taken by the Committee, with the vote of each member recorded except in cases of unanimous votes.
2. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
3. A record of the disposition of all matters on which the Committee considered, but did not take, action.

Copies of the minutes shall be distributed as soon as practicable, usually within two working days, to the following: City Council, principals, BEA president, and posted for the information of Bangor School Department employees. Minutes shall be made available to interested citizens upon request as specified by law.

Copies of the minutes shall be distributed to all Committee members with the agenda for the next Regular Meeting at which the Committee shall approve the minutes as distributed or as corrected by action of the Committee. The approved minutes shall be maintained by the Superintendent among the permanent records of the Bangor School Department.

VOTED: October 18 1982
REVIEWED: September 12, 2018

