

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDG
Date of Adoption: October 17, 2007	Page 1 of 1

BOARD MEETING MINUTES

The Secretary will keep a record of actions at School Board meetings. The minutes of the Board will be kept in an official minutes book and will include names of Board members in attendance, persons appearing before the Board, a brief description of issues discussed, votes taken and final decisions made. Documents not part of a formal motion may be omitted if they are identified in some manner.

Copies of draft Board meeting minutes will be sent to Board members in advance of the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept and made available for public inspection in accordance with state law. Minutes will also be posted on the district website. Minutes of public meetings shall be made available for public inspection not more than five business days after the meeting. Minutes of non-public sessions and decisions reached shall be made available for public inspection within 72 hours of the meeting, unless by recorded vote of two-thirds of the Board members present and in accordance with state law, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the Board; or render the proposed action ineffective; or pertain to matters relating to preparation for and carrying out emergency functions.

Legal Reference: RSA 91-A:2; A:3; and A:4

Cross Reference: BE – School Board Meetings
BEDB – Agenda Preparation and Format