

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #53
Burnham – Detroit – Pittsfield**

Minutes

The Superintendent, in his/her function as Board secretary, shall keep, or cause to be kept, complete records of all meetings of the Board. These minutes shall include:

1. A record of all actions taken by the Board, 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 Board considered, but did not take action.
4. The minutes of each meeting shall reflect the names of the members present, those absent with excuse (if any), and those absent without excuses (if any).

Copies of the minutes shall be sent to all Board members within a week after the meeting takes place. The news media shall receive copies of approved minutes of regular and special meetings of the Board.

The minutes shall become permanent records of the Board and shall be in the custody of the Superintendent. He/she shall make them available to interested citizens upon request.

Legal Reference: 20-A MRSA § 1055

Policy Reference: 2.08 Voting Method

Amended: October 4, 1993

Amended: January 5, 2004