

MINUTES / SCHOOL COMMITTEE MEETINGS

PURPOSE:

The purpose of this Policy shall be to establish and set forth the guidelines and expectations of the North Kingstown School Committee as regards to the recording, formalizing and filing of minutes of all regular, special, and closed session meetings of the School Committee.

PHILOSOPHY:

The North Kingstown School Committee believes that meeting minutes should serve the purpose of creating a snapshot of the activities, actions and decisions occurring at the meeting of recording. Minutes should be so constructed so as to provide a historical record of the School Committee's work and should serve as a record of decisions. They should reflect the substance of all matters proposed, discussed and/or decided, and the substance of oral or written remarks made by members of the Committee. In the fulfillment of the expectations of this policy, the Committee does not expect minutes to be an exact recording of specifically everything that was said and by whom but rather, that they reflect what was discussed, what the significant points of discussion were, and what action was taken in consideration of the deliberations which took place.

POLICY STATEMENT:

In keeping with State Law and the specific stipulation of the Rules and Regulations adopted by the Secretary of State, the Committee sets forth the following expectations pertaining to the recording, formalizing and distribution of minutes of all meetings appropriately posted and recorded by the North Kingstown School Committee.

Minutes Content

The minutes of all meetings of the School Committee, including regular, special and closed session meetings, shall be limited to the following information:

1. The date, time, and place of the meeting.
2. The School Committee Members recorded as either present or absent.
3. Approval of minutes of the preceding meeting except as otherwise stipulated.
4. A record of all actions taken by the Committee, including any motions made, the name of the motion maker and the second; the record of the vote, including the vote of each member recorded.
5. A record of all reports or other business coming before the Committee through the Superintendent and others, including any communications.

6. Any other information relevant to an agenda item(s) discussed at the meeting of these minutes of the School Committee that any member of the Committee requests be included or reflected in the minutes upon submission in writing at the time of presentation.
7. The names of all persons who speak before the Committee and the topic of their remarks.
8. The time of adjournment.

Availability and access to meeting minutes

School Committee Minutes shall be constructed, formalized and made available for public review in keeping with the stipulations as herewith set forth:

1. The unofficial minutes of all meetings, exclusive of closed session minutes, shall be available to the public at the office of the Superintendent of Schools within thirty-five (35) days of the meeting or at the next regularly scheduled meeting, whichever is earlier, except where disclosure violates law or where law provides for an extension of the time limit.
2. A record of all votes taken at all meetings of the School Committee, listing how each member voted on each issue, shall be a public record and shall be available to the public at the Office of the Superintendent of Schools within two (2) weeks of the date of the vote.
3. The minutes of closed sessions shall be made available at the next regular scheduled meeting of the Committee unless the majority of the Committee votes to keep the minutes closed.

Reporting, formalizing and filing of minutes

Minutes of all meeting of the North Kingstown School Committee shall be recorded, formalized, reported and filed as set forth:

1. All School Committee minutes, except for appropriately designated Executive Session minutes, shall be approved by the Committee at the meeting immediately following the meeting of origin in accord with direction as set forth above.
2. The official minutes and recorded proceedings of all meetings shall be maintained in the custody of the Superintendent of Schools who shall make them available to the public upon request during normal office hours.
3. All Executive Session minutes shall be maintained in the Superintendent's Office. School Committee members and others who are authorized to view those minutes shall view them in the Superintendent's Office and return them to the Clerk. Executive Session minutes may not be removed from the Superintendent's Office.

First Reading: 4/13/05

Final Reading/Adoption: 5/25/05

Amended: 3/8/06; 12/8/09