

**Burlington School District Policy
B 17: MINUTES**

Former Policy BDDG

In accordance with state statutes, the Board will maintain accurate records of the actions taken at each Board meeting. Committee chairpersons are responsible for keeping their committees' minutes.

Vermont law (T. 1 Sec. 312) requires that minutes shall be taken of all public meetings except at duly convened executive sessions. The minutes shall cover all topics and motions that arise at the meetings and give a true indication of the business of the meeting. Minutes shall include at least the following minimal information:

- (A) All members of the public body present. All other active participants in the meeting; and
- (B) All motions, proposals and resolutions made, offered and considered, and what disposition is made of same; and
- (C) The results of any votes, with a record of the individual vote of each member if a roll call is taken.

In addition to the requirements outlined above, the minutes will also include the nature of the meeting (regular, special or emergency); the time of beginning and end; the location; and note of any additions, corrections or deletions to and acceptance of the minutes of any prior meetings. When a roll call vote is requested, the names of individuals making and seconding motions, and a record of the members voting "yea" and "nay" shall be recorded.

Drafts of minutes will be clearly marked "NOT OFFICIAL UNTIL APPROVED" Distribution of minutes will be consistent with State Statute. The Board minutes will be signed by the Clerk of the Board following their approval by the Board at the subsequent meeting.

The minutes will become permanent records of the Board and will be in the custody of the superintendent, who will make them available to interested citizens upon request.

Any audio recordings made of Board meetings will be retained in the custody of the superintendent for a period of 24 calendar months from the date of meeting. The tapes for each meeting will be erased in the month following the 24-month retention period.

August 10, 1993	Policy reviewed
December 17, 1996	Policy revised
December 4, 1998	Policy reviewed, Pending Board Approval
January 26, 1999	First reading
February 9, 1999	Second reading & adoption