



School Committee Policy:

#114

School Committee Minutes

The minutes of the meetings of the Maynard School Committee will include the following items of information:

1. The date, times, and place of the meetings;
2. The names of the Committee members and administrators in attendance at the meeting;
3. Actions taken by the Committee including a record of the vote on such action. The names of members opposed to or abstaining on a motion will be so recorded;
4. A brief description of topics discussed even when no action is taken.

The minutes shall become a public record and shall be available to the public in a timely manner. The minutes of any executive session, may be withheld from disclosure to the public until the purpose for which a valid executive session was held has been served.

Date Approved: 9/11/14

Earlier Version: 4/04, 4/88, 6/93, 3/25/99

Legal Reference: MGL 4:7, 66:10, 30A:22 (a) (c) (e) (f)
