Bylaws of the Board

Minutes

The Secretary of the Board of Education shall keep or cause to be kept complete records of the actions of Board meetings. The minutes of the Board of Education shall be kept in an official folder and shall be a complete record of all actions by the Board of Education, including resolutions and motions in full. Papers, not a part of a formal motion or resolution, may be omitted if they are referred to and identified by some method. The official minutes shall be open to public inspection.

Copies of the minutes of Board meetings shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made in the meeting in which they are to be approved. Permanent minutes, in addition to being kept in a book, shall also be signed by the Secretary of the Board of Education upon approval and proper transcribing.

Legal Reference: Connecticut General Statutes

                               1-225 Meetings of government agencies.

                               10-218 Election of officers.

                               10-224 Duties of the secretary.

Bylaw adopted by the Board: November 21, 2006   PUTNAM PUBLIC SCHOOLS
Policy Revised: December 8, 2021   Putnam, Connecticut

Bylaws of the Board

Taping/Recording Board Meetings

1. Board of Education public meetings shall be recorded.

2. The recordings shall be retained for one year.

3. The recordings are not to be considered part of the minutes.

Recording Devices

1. Broadcasting and recordings of meetings are permitted and electronic and photographic audio and video devices may be used at meetings of the Board of Education according to the following guidelines:

2. Persons operating recording devices are asked not to

    a. Obstruct the view between members of the audience and the Board of Education,

    b. Disrupt the proceedings by holding interviews,

    c. Provide commentary in a manner that distracts Board members.

Legal Reference: Connecticut General Statutes

                     1-226 Recording, broadcasting, or photographing meetings

Bylaw adopted by the Board: November 21, 2006   PUTNAM PUBLIC SCHOOLS
                                                            Putnam, Connecticut