

MINUTES

The Superintendent, in his/her function as Board Secretary, shall keep accurate records of all meetings of the Board. Minutes of all meetings shall be mailed to all Board members and made available to the public. The superintendent shall also mail copies of all approved minutes to the Town/City Clerks of each of the District's municipalities within 7 business days of their approval.

The minutes of each meeting shall reflect the names of the members present, those absent with excuse (if any), and those absent without excuse (if any).

Legal Reference: 20-A MRSA § 1055

Cross Reference: BBBDA - Board Declared Vacancy Caused by Absenteeism

Adopted: 1/8/14