



1. The Secretary of the Board shall keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board's website, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board of Education at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.
5. The Board Secretary, or his/her designee, shall submit to the Town at its annual meetings a report of the doings of the Board.
6. In absence of the Board Chairperson, the Board Secretary shall conduct the meetings.

Legal Reference: Conn. Gen. Stat. § 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.  
Conn. Gen. Stat. § 7-3 Warning of Town and other meetings  
Conn. Gen. Stat. § 7-4 Record of warning  
Conn. Gen. Stat. § 10-224 Duties of the Secretary  
Conn. Gen. Stat. § 10-225 Salaries of Secretary and attendance officers

Bylaw adopted: September 23, 1991  
Bylaw revised: August 16, 1999  
Bylaw revised: November 19, 2018