

AMHERST Policy

BEDG – SCHOOL BOARD MINUTES

The Superintendent shall cause a record to be kept of the actions of Board meetings. The minutes of the Board shall be kept in an official minutes book and shall be a record of such minutes including resolutions and motions. Papers not a part of a formal motion may be omitted if they are referred to and identified.

Copies of the minutes of a meeting 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 at the meeting at which they are to be approved. Permanent minutes shall be signed by the Board Chairperson upon approval.

All minutes shall be kept in accordance with RSA 91-A and will be in the custody of the Superintendent, who will make them available to interested citizens on request.

Legal References:

RSA 91-A:3, Non-Public Sessions

RSA 91-A:4, Minutes and Records Available for Public Inspection

RSA 91-A:2 Meetings Open to the Public

ADOPTED: September 11, 1990