

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Official Duties - Secretary

Number: 9090
Bylaws

Approved: 2/28/01
Revised: 1/14/09
Revised: 10/10/12

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, 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. In addition, pending minutes will be posted on the school district website within 48 hours of the meeting.
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 shall submit to the Town at its annual meetings a report of the doings of the Board.
6. To preside at the meeting of the Board of Education in the absence of the Board Chairperson and the Board Vice-Chairperson.
7. The responsibilities of the Board Secretary are delegated to the Board Clerk.

Legal Reference:

Connecticut General Statutes

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| 7-3 | Warning of Town and other meetings |
| 7-4 | Record of Warning |
| 10-224 | Duties of the Secretary |
| 10-225 | Salaries of Secretary and Attendance Officers |
| P.A. 08-3 | Special Session (June 11) – Comprehensive Ethics Reform |