

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: 202.06

Responsible Office: BOARD OF EDUCATION AND SUPERINTENDENT

BOARD MEETING MINUTES

A. PURPOSE

To establish a policy governing the creation and maintenance of Board meeting minutes.

B. ISSUE

The Board of Education of Anne Arundel County recognizes its legal obligation to create and maintain minutes of its meetings.

C. POSITION

1. Maryland State Board Bylaw (COMAR) provides that:
 - a. The Superintendent ensure that accurate minutes of the proceedings of each meeting of the Board are kept and that, after the minutes have been duly approved at the first subsequent meeting, a record of the proceedings is maintained. This record is a public record.
2. An accurate record of all hearings, disputes, or controversies be kept, in order that, if an appeal is taken, the record will be submitted.
3. The minutes of all public meetings of the Board be available to the public.

D. IMPLEMENTATION

As Secretary to the Board, the Superintendent, in consultation with the Board, may develop procedures for the creation and maintenance of Board meeting minutes, which may include delegation of the day-to-day responsibility to the Executive Assistant to the Board.

Policy History: Adopted on 2/7/07.

Note previous policy history: Replaces Policy 202.06, adopted 12/5/56 and 5/66 and revised 10/16/89.