

1st vote Nov 1 '11

SCHOOL COMMITTEE 6000

SCHOOL COMMITTEE MEETINGS 6500

MINUTES AND OTHER MATERIALS OF SCHOOL COMMITTEE MEETINGS 6510

In compliance with State law the Committee shall maintain accurate records setting forth the action taken at each meeting, and a summary of all matters voted shall be made public with reasonable promptness. Votes taken in Executive Session may remain confidential so long as their publication would defeat the lawful purposes of the Executive Session.

The Superintendent shall provide each member of the Committee an advance notice of each meeting including an agenda and related materials. This notice shall be given at least forty-eight (48) hours in advance.

The Superintendent shall keep on file in the administrative building all reports, papers, and documents relating to the business of the Committee or belonging to the Committee. All materials used in the course of all public Melrose School Committee meeting will be posted on the Melrose School Committee website in a timely manner, **including Executive Session documents as soon as the need for confidentiality has passed with the exception of those which qualify for continued exemption under the Open Meeting Law statutes.** Materials greater than 2 years old will be removed from the web site and archived by the Superintendent.

Legal Refs.: M.G.L. Ch. 39, Sec. 23B and Ch. 66, Sec. 10