

The Policy Committee recommended changes in blue at its public work session on 6/29/23.

File: BDDG

BOARD MINUTES

I. Purpose

Policy BDDG provides the methods for providing timely and accurate accounts of its meetings for the public.

II. Policy Statement/Procedure

- A. An accurate written account of the proceedings of each ~~regular or special executive business meeting, closed session, special meeting, work session, town meeting, and public hearing held conducted~~ by the Board of Education shall be kept by the Superintendent of Schools or their designee.
- B. The Board of Education shall take action at business meetings to approve ~~After the minutes of all such meetings~~ minutes. The approval of minutes shall be done in a timely manner, with approval preferably taking place at the next scheduled business meeting. ~~except executive sessions have been~~
- C. A hard copy of Board of Education approved, ~~the~~ minutes shall be permanently preserved and records maintained by the ~~Washington County Board of Education~~ at the Center for Education Services. ~~its central office (recorded) in a substantial book. These Board approved minutes are public record.~~
- D. In addition to the written minutes, a video recording of business meetings and work sessions that the Board of Education conducts at the Center for Education Services shall also be maintained. The video shall be made available on the Board of Education's website in a timely manner following the meeting. All other Board of Education meetings conducted at the Center for Education Services, with the exception of closed sessions, may be recorded.
- E. A copy of the minutes for a particular meeting, with the exception of closed session minutes, and/or the meeting video may be viewed on the Board of Education's website. In addition, an individual may request to receive a hard or electronic copy of the minutes and/or video or request to view a copy of the minutes and/or video at the Center for Education Services by submitting a written request to the Public Information Office.

Legal Reference: Annotated Code of Maryland, Education Article, Sections 3-1303 and 4-1074003; ~~4-106~~ 1989
Annotated Code of Maryland, General Provisions Article, Title 3

Policy adopted: December 17, 1974. Amended: October 1977. Amended: December 1978. Amended: August 29, 1989.
Board of Education of Washington County