

# Policies

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## Westerly Public Schools School Committee Minutes

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**No. 1070**

The minutes of the Westerly School Committee meetings constitute the written record of Westerly School Committee action, which shall be kept as specified in Title 42-46-7 of the General Laws of Rhode Island and are the legal evidence of what the action was decided upon by the School Committee. The Clerk of the School Committee will be responsible for reporting in the minutes all actions taken by the School Committee. The Superintendent of Schools shall assign the individual(s) who, acting as agent(s) of the School Committee, shall record and transcribe the minutes of each meeting. If corrections are suggested by members and voted by the School Committee, these sections of the minutes will be revised. These minutes of the meetings must be approved by the Westerly School Committee. Approved minutes will become permanent records of the School Committee.

The approved minutes of all open meetings are on file and available to the public at the Administration Office within thirty-five days of the meeting or the next regular meeting, whichever is earlier. The approved minutes shall be posted on the Westerly Public Schools website. Exceptions to the normal availability of minutes will only be made according to Title 42-46 of the General Laws of Rhode Island.

The minutes of Executive Sessions shall be made public at the next regularly scheduled meeting unless a majority of the Westerly School Committee votes to keep the minutes closed pursuant to Title 42-46-4 and 42-46-5 of the General Laws of Rhode Island.

Reference: Title 42-46 of the General Laws of Rhode Island.

Adopted: June 21, 2006  
Revised: January 3, 2007  
Revised: October 13, 2021