

**Bylaws of the Board**

**Format for Minutes**

HAMDEN BOARD OF EDUCATION

PUBLIC SESSION

DATE

\_\_\_\_\_ p.m. Room \_\_\_\_

**CALL TO ORDER AND ROLL CALL**

Chairman\_\_\_\_\_ called the meeting to order at \_\_\_\_\_ p.m.

Board Members: (list names)

Staff Members: (list names)

**MATERIALS DISTRIBUTED**

- 1.
- 2.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

#1 That the minutes of the \_\_\_\_\_, 19\_\_\_\_  
public session be approved.  
Maker - unanimous

#2 That the minutes of the \_\_\_\_\_, 19\_\_\_\_  
executive session be approved as amended.  
Maker. Passed 7:1:1  
In favor: (list names)  
Opposed: (list names)  
Abstain: (list names)

**The remainder of the minutes will follow the order of the agenda.**