

MINUTES

The Board of Education believes that open and accurate communication regarding its internal operations enhances the district's public relations program and provides a record of the district's progress towards its annual goals.

Therefore, the Board will maintain a complete and accurate set of minutes of each meeting. Subsequent to Board approval, the minutes shall be signed by the District Clerk, who will also be responsible for maintaining the minutes. Such minutes shall constitute the official record of proceedings of the Board and shall be open to public inspection within one week of executive sessions and within two weeks of all other meetings.

The opening paragraph of the minutes shall state the:

1. legal name of Board and place of meeting;
2. date and hour of meeting;
3. kind of meeting – whether annual, regular, special or rescheduled
4. name and title of officer presiding;
5. names of members present, including the arrival time of members who arrive late;
6. names of members absent; and
7. names of others present for the purpose of conducting business with the Board.

All motions, proposals, resolutions, and any other matters formally voted upon by the Board shall be recorded in Board minutes. In recording such votes, the record shall indicate the final vote of each Board Member.

If a Board member is not present at the opening of a meeting, the subsequent arrival time of such member shall be indicated in the minutes.

A draft of the minutes of each meeting is to be forwarded to each member of the Board not later than the time the agenda for the next meeting is disseminated.

Minutes are public documents and thus shall be open to inspection by the public.

Ref: Open Meetings Law, Public Officers Law §§100 et seq.
Freedom of Information Law, Public Officers Law §§84 et seq.
Education Law §2121

Adoption date: July 2003