

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 in accordance with law. 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. Minutes which have not been accepted by the Board within this timeframe shall be marked, "DRAFT." 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.

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 total vote of the Board. If the vote is unanimous, the total vote shall be included in the record. If the vote is not unanimous, the record shall reflect the names of each Board member if they voted "yes", "no", or "abstained."

In addition, the record of those individuals who address the Board, and the topics of these comments, shall be included in the minutes if these individuals opt to have this information recorded.

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.

Ref: Open Meetings Law, Public Officers Law §§100 et seq.
Freedom of Information Law, Public Officers Law §§84 et seq.
Education Law §§ 1721, 2121

Cross-ref: Policy #2342, Agenda Preparation, Dissemination, and
Opportunity for the Public to be Heard

Adopted: 6/10/99

Amended: 11/16/11; 8/7/12