

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.

The 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 approved by the Board within this time frame shall be marked, "DRAFT." A draft of the minutes of each meeting shall be forwarded to each member of the Board not later than the time the agenda for the next meeting is disseminated.

The District Clerk shall be responsible for taking the minutes, and shall have the draft minutes to the Board President within two weeks of the meeting. The minutes shall conform to an established format.

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 names of the Board members shall be called in alphabetical order, except for the Board President who will vote last, and the record shall indicate the final vote of each Board member.

If a Board member is not present at the opening of a meeting or is not present for the entire duration of the meeting, the subsequent arrival and departure time of such member shall be indicated in the minutes.

Freedom of Information Law, Public Officers Law §§84 et seq. Education Law §2121

Ref: Open Meetings Law, Public Officers Law §§100 et seq.

Adoption date: June 4, 2008