

MINUTES

The Board of Education believes that open and accurate communication regarding its internal operations enhances the district's public relations program.

Therefore, the Board will maintain a complete and accurate set of minutes of each annual, regular or special meeting. 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, if applicable, and within two weeks of all other meetings. The availability of such minutes does not mean that they have been approved or acted upon by the Board, and until such minutes have been approved or acted upon, they shall be designated "draft – unapproved."

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.

Minutes of any special or regular meeting of the Board may be disseminated to the public prior to their official approval by the Board. 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.

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

Effective Date: November 10, 2009