

POLICY

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BY-LAWS

SUBJECT: MINUTES

The minutes are a legal record of the activities of the School Board as a public corporation having the specified legal purpose of maintaining public schools. The minutes of all meetings shall be kept by the Clerk or, in his/her absence, by the Superintendent or his/her designee. The minutes shall be complete and accurate and stored in a minutes file. A copy 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 shall be taken at executive sessions of any action that is taken by a formal vote and should consist of a record or summary of the final determination of such action and the date and vote thereon, provided, however, that such summary shall not include any matter which is not required to be made public by the Freedom of Information Law.

The minutes of each meeting of the Board of Education shall state:

- a) The type of meeting;
- b) The date, time of convening, and adjournment;
- c) Board members present and absent. 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;
- d) Board members' arrival and departure time, if different from opening or adjournment times;
- e) All action taken by the Board, with evidence of those voting in the affirmative and the negative, and those abstaining. In recording such votes, the names of the Board members may be called, and the record shall indicate the final vote of each Board member;
- f) The nature of events that transpire, in general terms of reference.

Communications and other documents that are too long and bulky to be included in the minutes shall be referred to in the minutes and shall be filed in the District Office.

If a resident attending a Board meeting wishes any material noted or entered into the minutes of the meeting, the Board will approve or disapprove of the request at the time official action is taken on the minutes. Such material will be presented to the District Clerk in writing. Communications and other documents that are too long and bulky to be included in the minutes shall be referred to in the minutes and shall be filed in the District Office.

Minutes are public documents and shall therefore be posted on the District's website after approval by the Board.

All Board minutes shall be signed by the Clerk of the Board when approved and stored in a locked room or locked file cabinet. Unless otherwise provided by law, minutes shall be available to

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the public within two (2) weeks following the date of a meeting; draft copies, so marked, are acceptable, subject to correction.

Adopted: 4/18/16

Public Officers Law Section 106