

*Miller Place Union Free School District*  
*Miller Place, New York 11764*  
**Board of Education Policy**

**2360**

MINUTES

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The Board of Education will maintain a complete and accurate set of minutes of each meeting. 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." The District Clerk, or Clerk Pro Tem, shall be responsible for taking the minutes.

All motions, proposals, resolutions, and any other matters formally voted upon by the Board shall be recorded in the Board minutes. In recording such votes, the names of the Board members shall be called in alphabetical order, 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, 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.

**Reference:** Public Officers Law § 106  
Education Law § 2121  
Freedom of Information Law, Public Officers Law §§ 84 et. seq.

**Adopted:** 12/14/1995  
**Reviewed:** 09/09/1998 12/14/2005 03/24/2010 1/29/2014 11/14/2018  
**Revised:** 10/14/1998 04/28/2010 2/26/2014 12/12/2018