

<b>1530</b>	<b>Board Meeting Minutes</b>
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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 will be kept by the Clerk or, in his/her absence, by the Superintendent or his/her designee. The minutes will be maintained in accordance with law, and posted on the District website.

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

- a. The type of meeting;
- b. The date, time of convening, and adjournment;
- c. Board members present and absent;
- d. Board members' arrival and departure time, if different from opening or adjournment times;
- e. All action taken by the Board, including a record or summary of all motions, proposals, resolutions and other matters formally voted upon, with evidence of those voting in the affirmative and the negative, and those abstaining.

All Board minutes will be signed by the District Clerk when approved. Minutes will be available to the public within one week following the date of approval.

*Education Law Sections 2121 and 3020-a*  
*Public Officers Law Sections 103 and 106*

Adoption Date: 07/10/2019