MINUTES

The District Clerk shall maintain a complete and accurate set of minutes of each meeting. Such minutes shall constitute the official record of proceedings of the Board and shall be open to public inspection following approval of the Board of Education.

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.

The minutes of Board meetings shall include:

1. the classification (regular, special or adjourned), date and place of meeting;
2. the call to order, stating the time, person presiding and his/her office;
3. the record of the roll call of Board members;
4. a notation of the presence or absence of the Superintendent;
5. a record of any corrections to the minutes of the previous meetings and the action approving them;
6. a record of all communications presented to the Board;
7. a record of hearing of all petitions of citizens;
8. a record of any reports of Board members or staff members;
9. a record of each motion placed before the Board including the member making the motion and the member seconding; and
10. a record of the final vote on all action taken by the Board.

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

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