

MINUTES

I. Statement of Policy

The minutes are a legal record of the activities of the Board of Education (the Board) as a public corporation having the specified legal purpose of maintaining public schools. The minutes of all meetings shall be kept by the District Clerk, or in their absence, by the Superintendent or designee. The minutes shall be complete and accurate and stored in a separate book.

II. Contents

The minutes of each meeting of the Board shall consist of a record or summary of all motions, proposals, resolutions, and other matters formally voted upon and any action taken by the Board.

III. Availability

Unless otherwise provided by law, Minutes of the Board meeting must be available to the public within two (2) weeks following the date of a meeting; draft copies, so marked, are acceptable, subject to correction.

IV. Executive Session

- A. Minutes shall be taken at executive sessions of any action that is taken by formal vote. The minutes shall consist of a record of summary of the final determination of such action, the date and the vote. However, such summary need not include any matter which is not required to be made public by the Freedom of Information Law (FOIL).
- B. If action is taken by a formal vote in executive session, minutes shall be available to the public within one (1) week of the date of the executive session.

Waterville Central School District

Legal Ref: NYS Public Officers Law §106

Adopted: 11/12/96

Revised: 05/27/14, 11/09/21