

## MINUTES

The Board of Education believes that open and accurate communication regarding its internal operations enhances the district's public relations program and provides a record of the district's progress towards its annual goals.

Therefore, the Board will maintain a complete and accurate set of minutes of each meeting. Such minutes will show the items discussed and the actions taken. They will also record the school officials present, names of visitors if practicable, the names and times of late arrivals or early departures of school Board members.

Such minutes shall constitute the official record of proceedings of the Board and shall be duplicated and furnished to each Board member within two weeks of said meeting and open to public inspection within one week of executive sessions and all other meetings.

After the minutes have been approved, they will be annotated, typed, signed by the District Clerk and bound, together with accessory documents such as financial and other reports, bill listings, etc., in a permanent binder. This bound book is the permanent record of the official actions of the Board of Education and should be kept in a safe place designated by the Board. Minutes with the exception of routine warrant approvals and personnel appointments shall be indexed.

All motions, proposals, resolutions, and any other matters formally voted upon by the Board shall be recorded in 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.

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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