

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, in accordance with law.

The minutes will constitute the official record of proceedings of the Board and shall will be open to public inspection *must include the following if the district maintains and regularly updates a website using a high-speed internet connection:* and posted on the district website 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 will be marked, "DRAFT." A draft of the minutes of each meeting will be forwarded to each member of the Board not later than the time the agenda for the next meeting is disseminated.

The *District Clerk* will be responsible for taking the minutes, and will present the draft minutes to the Board President within 3 days of the meeting. The minutes will conform to an established format.

All motions, proposals, resolutions, and any other matters formally voted upon by the Board will be recorded in Board minutes. In recording such votes, the names of the Board members will be called in alphabetical order, and the record will 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 will be indicated in the minutes. *The minutes of any meeting involving videoconferencing under extraordinary circumstances will include which Board members participated remotely.*

Unabridged video or audio recordings, or unabridged written transcripts, can be used as minutes and made available to the public as such.

Ref:

Open Meetings Law, Public Officers Law §§103-a; 106

Freedom of Information Law, Public Officers Law §§84 et seq.

Education Law §2121

Adoption Date: April 14, 1997

Revised & Adopted: December 8, 2008

Revised & Adopted: April 18, 2018

Revised & Adopted: December 14, 2022