

MINUTES

The Board of Education holds the Superintendent of Schools responsible for the preparation and dissemination of the minutes of the previous meetings. A draft of the minutes of each meeting is to be forwarded to each member of the Board not later than with the agenda of the next regular meeting. The Board of Education 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 within one week of executive sessions and within two weeks of all other meetings.

Cross-ref: 2330, Executive Sessions

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

Adoption date: June 21, 1993