



Board of Education Policy Manual

2000 Series: School Board Governance & Operations

Policy 2360

MINUTES OF MEETINGS

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 will be open to public inspection 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.

Unabridged video or audio recordings, or unabridged written transcripts, can be used as minutes and made available to the public as such. An unabridged video of the meeting will be posted on the website within one day of the meeting.

The Board Secretary will be responsible for posting a written version of the minutes within 14 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, any time that the vote is not unanimous the Board Clerk/Board Secretary will perform a roll call vote calling the Board members 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 video conferencing under extraordinary circumstances will include which Board members participated remotely.

Ref: Open Meetings Law, Public Officers Law § 103-a; 106 | Freedom of Information Law, Public Officers Law §§84 et seq. | Education Law §2121

Revised March 2023 | Revised March 2011 | Renumbered from P9350 – September 2015