

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 shall constitute the official record of proceedings of the Board and shall be open to public inspection within two weeks of a meeting. Minutes which have not been approved by the Board within this time frame shall be marked, "DRAFT."

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

In cases when a resolution is not voted on unanimously, the President will request that the District Clerk poll the board members in order of seniority from the most senior to the least senior, with the exception of the board president, who will be polled last.

A Board member has the right to explain a vote in up to 100 words. Words submitted by a trustee should be included in the minutes and must be given to the District Clerk during the meeting in order for them to go in the minutes.

If a Board member is not present at the opening of a meeting, the subsequent arrival time of such member shall be indicated in the minutes.

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

1st Reading November 20, 2000
2nd Reading & Adoption December 20, 2000

1st Reading for Re-Adoption March 28, 2006
2nd Reading for Re-Adoption April 25, 2006

1st Reading for Re-Adoption December 20, 2016
2nd Reading & Re-Adoption January 24, 2017

1st Reading for Re-Adoption February 28, 2017
2nd Reading for Re-Adoption March 28, 2017