

SUBJECT: MINUTES

The minutes are a legal record of activities of the Board. The minutes shall be complete and accurate including resolutions and motions in full and stored in a minutes book.

The minutes of each meeting of the Board shall:

- a) State the type of meeting;
- b) State the date and time for convening;
- c) State Board Members present and absent;
- d) State Board Members arrival and departure time;
- e) Contain the actions of the Board plus supporting written schedules and agenda enclosures;
- f) State the names of those voting in the affirmative, the negative and those abstaining when the vote on a motion is not unanimous;
- g) A notation of the presence or absence of the Superintendent. A notation of other staff members and visitors present;
- h) A record of any corrections to the minutes of the previous meetings and the action approving them;
- i) A record of all communications presented to the Board;
- j) A record of the hearing of all petitions of citizens;
- k) A record of any reports of Board members of staff members;
- l) Special marking to indicate policy matters.

All reports requiring Board action, resolutions, agreements, and other written documents (including those that are too long and bulky to be included in the minutes) may be made part of the minutes by reference, and if so, shall be placed in the District Office as a permanent record.

All Board minutes shall be signed by the Clerk of the Board when approved and stored in a locked room or locked file cabinet. Unless otherwise provided by law, minutes shall be available to the public within two (2) weeks following the date of a meeting; draft copies, so marked, are acceptable, subject to correction.

POLICY

2015 1550
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SUBJECT: MINUTES

Minutes of Executive Session

Minutes shall be taken at executive sessions of any action that is taken by formal vote. The minutes shall consist of a record or summary of the final determination of such action, the date and the vote. However, such summary need not include any matter which is not required to be made public by the Freedom of Information Law (FOIL).

If action is taken by a formal vote in executive session, minutes shall be available to the public within one (1) week of the date of the executive session.

Education Law Section 2121
Public Officers Law Section 106

Revisions Adopted: November 23, 2015