

## 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 direct the District Clerk to maintain a complete and accurate set of minutes of each meeting, which shall be filed and indexed. Documents including, but not limited to, reports requiring Board action, contracts, and agreements shall be placed permanently in the District Clerk's file. The minutes shall constitute the official record of proceedings of the Board and shall be open to public inspection within 7 calendar days of executive sessions and within 14 calendar days of all other meetings. Minutes which have not been approved by the Board within this time frame shall be marked, "UNOFFICIAL." A draft of the minutes of each meeting is to be forwarded to each member of the Board not later than the time the agenda for the next meeting is disseminated.

Board minutes shall include records of the following:

1. the type of meeting and its date and location;
2. the call to order, stating the time thereof, the person presiding, and his/her office;
3. attendance of Board members. If a Board member is not present at the opening of a meeting, or leaves during the meeting, the subsequent arrival or departure time of such member shall be indicated in the minutes;
4. the presence or absence of the Superintendent of Schools and other administrative staff members;
5. action to accept minutes of previous meetings, noting any corrections;
6. all communications presented to the Board;
7. the hearing of all comments from the public;
8. reports by Board or staff members;
9. each motion placed before the Board, including the name of the member making the motion and the name, if applicable, or the member seconding the motion;
10. all motions, proposals, resolutions, and any other matters formally voted upon by the Board shall be recorded in Board minutes. In recording such votes, and the record shall indicate the final vote of each Board member;
11. special marking to indicate consensus or follow-up items; and
12. the time of adjournment.

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

Note: Prior policies, Policy Manual, 8112; 9030, revised

Policy Adopted: July 24, 1996

Wayne Central School District