

MINUTES

Minutes shall be taken at all open meetings of the Board of Education, and shall include all motions, proposals, resolutions and any other matter(s) formally voted upon and the vote thereon.

Minutes shall also be taken at executive sessions of any action that is taken by formal vote, and shall include a general summary of the final determination of such action, and the date and vote thereon, except matters that are not required to be made public by New York or the United States Freedom of Information Laws.

A draft of the minutes of each meeting is to be forwarded to each Board member with the agenda of the regular meeting.

Minutes of Board meetings shall be made available to the public within two weeks of the meeting but shall not be final until they have been approved by the Board. Information available to the public from the minutes of a Board meeting or an executive session shall be to the same extent and in the same manner as is authorized by the provisions of New York and United States Open Meetings and Freedom of Information Laws and shall not include information that cannot or may not be disclosed according to law.

A duly qualified voter of the district may make copies of minutes of such meetings.

Adoption date: March 23, 2006