

**BOARD MEETING MINUTES**

The Superintendent of Schools shall establish procedures for the recording of the official minutes of the meetings of the Board of Education, including the format and safekeeping of the minutes.

Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon, including the result of any vote.

Minutes of meetings shall be available to the public in accordance with and to the same extent and in the same manner as is authorized for governing bodies by the provisions of the Freedom of Information Law.

With certain limited exceptions, no official action can be taken on issues discussed in Executive Session without first returning to Open Session.

Reference: Public Officers Law § 87(3)(a); § 106(1)  
Education Law §1501-a  
Education Law § 1708(3); § 3020-a(2)

Revised: April 5, 2016; February 9, 2016; August 21, 2001