

## **MINUTES OF BOARD OF EDUCATION MEETINGS**

It is the policy of the Berlin Central School District Board of Education, to provide for open and accurate communication regarding its operations and transaction of the public business through the deliberations and decisions of the Board.

Accurate, factual and timely minutes of Board meetings enhances the public's understanding of the Board's functions and conduct, and provides a record of the District's progress toward its annual goals. The Board hereby declares that it will maintain a complete and accurate set of minutes for each of its meetings.

The minutes of the Board shall constitute the official record of the meetings of the Berlin Central School District Board of Education, and shall be open to public inspection within one week of executive sessions and within two weeks of all other meetings.

All motions, proposals, resolutions, and other matters formally voted upon by the Board shall be recorded in Board minutes. In recording such votes, the names of the Board members shall be listed in alphabetical order, and the record shall indicate the final vote of each Board member.

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

A draft of the minutes of each meeting shall be forwarded to each member of the Board not later than the time that the agenda for the next meeting is disseminated.

Minutes are public documents. The Board's minutes shall therefore be open to inspection by the public.

### **References:**

Education Law Sec. 2121

Public Officers Law Sec. 84 et seq. (Freedom of Information Law [FOIL]; Sec. 100 et seq. (Open Meetings Law)