

## MINUTES

The Board of Education shall maintain a complete and accurate set of minutes of each meeting. Such minutes shall constitute the official record of proceedings of the Board and shall be open to public inspection within one week of executive sessions and within two weeks of all other meetings.

The "ayes" and "nays" shall be recorded upon any question involving the expenditure of funds, and shall also be recorded upon any question if a member of the Board so requests. In recording such votes, the names of the Board members shall be called in alphabetical order.

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.

Minutes are public documents and thus shall be open to inspection by the public.

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

Adoption date: May 1, 1992