

POLICY	1991	1570
	By-Laws	

SUBJECT: MINUTES

The minutes are a legal record of the activities of the School Board as a public corporation having the specified legal purpose of maintaining public schools. The minutes, if properly kept, approved and signed, are available in courts of law as an original source of evidence in cases of litigation. The minutes of all meetings shall be kept by the Clerk or, in his/her absence, by the Superintendent and his/her designee. The minutes shall be complete and accurate and stored in a minutes file.

The minutes of each meeting of the Board of Education shall state:

- a) The type of meeting;
- b) The date, time of convening and adjournment;
- c) Board members present and absent (and a list of everyone attending);
- d) Board members' arrival and departure time;
- e) All action taken by the Board, giving the names of those voting in an affirmative, the negative and those abstaining.
- f) The nature of events that transpire.

Communications and other documents that are too long and bulky to be included in the minutes shall be referred to in the minutes and shall be filed in the District Office.

Availability and Storage of Minutes

All Board minutes shall be signed by the Clerk of the Board when submitted and stored in a secure vault or file. Minutes shall be available to the public immediately upon Board approval of the minutes.

Public Officers Law Section 106