

In accordance with state statutes, the Board will maintain accurate records of the actions taken at each Board meeting. The Board clerk is, by law, responsible for keeping the minutes.

The minutes will include:

1. The nature of the meeting, regular or special, the time, the place, Board members present and absent, staff members present, and the approval of minutes of preceding meeting or meetings.
2. A record of all motions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting "yea" and "nay" except in the case of unanimous votes.
3. A record of the disposition of all matters on which the Board considered but did not take action.
4. Summary of remarks by the public in attendance at the meeting.

The minutes will be signed and attested by the clerk of the Board following their approval by the Board at the subsequent meeting. The minutes will then be posted on the district website.

The minutes will become permanent records of the Board and will be in the custody of the Superintendent, who will make them available to interested citizens upon request.

Date of Board Adoption: May 3, 2011
Johnson City Central School District, Johnson City, New York