

# LEVITTOWN UNION FREE SCHOOL DISTRICT      Policy 1530

## BOARD OF EDUCATION MEETING MINUTES

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The meeting minutes are a legal record of the activities of the Board of Education as a public corporation having the specified legal purpose of maintaining public schools. The minutes of all meetings shall be kept by the District Clerk or, in their absence, by the Superintendent of Schools or their designee. The meeting minutes shall be complete and accurate and stored in a meeting minutes file.

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

1. The type of meeting;
2. The date, time of convening, and adjournment;
3. Board of Education members present and absent;
4. Board of Education members' arrival and departure time, if different from opening or adjournment times;
5. All action taken by the Board of Education, with evidence of those voting in the affirmative and the negative, and those abstaining;
6. The nature of events that transpire, in general terms of reference.

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

All Board of Education meeting minutes shall be signed by the District Clerk when approved and stored in a locked room or locked file cabinet. Unless otherwise provided by law, meeting minutes shall be available to the public within two (2) weeks following the date of a meeting; draft copies, so marked, are acceptable, subject to correction.

### **Minutes of Executive Sessions**

Minutes shall be taken at executive sessions only where action is taken by formal vote. The minutes shall consist of a record or summary of the final determination of such action, the date and the vote.

If action is taken by a formal vote in executive session (i.e., 3020-a action), minutes shall be available to the public within one (1) week of the date of the executive session.

**Re-Adopted:** October 9, 2024