

## **MINUTES OF MEETINGS**

**P2360**

Minutes shall be taken at all meetings of the Board of Education. These minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. The minutes should reflect the vote of each member on each matter upon which action was taken by the Board. Where a vote is unanimous, the minutes will so indicate; the minutes will list the names of those voting aye and nay on a split vote.

The minutes of all meetings of the Board of Education shall be available to the public in accordance with the Freedom of Information Law and the provisions of Board of Education Policy 1120 (Public Access to Records) within two weeks from the date of such meeting.

Revised March 2011

Renumbered from P9350 – September 2015