

SUBJECT: MINUTES

The minutes are a legal record of the activities of the Board as a public corporation having the specified legal purpose of maintaining public schools. The minutes of all meetings shall be kept by the Clerk or, in his/her absence, by the District Superintendent or 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 Cooperative Educational Services shall state:

- a. The type of meeting
- b. The date, time of convening, and adjournment
- c. Board members present and absent
- d. All action taken by the Board, with evidence of those voting in the affirmative and the negative, and those abstaining.

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.

Minutes of the meeting are to be communicated in writing to each Board member before the next regularly scheduled meeting. Minutes of meetings shall be approved based upon final transcripts of minutes in the hands of Board Members. No minutes will be approved "as corrected" or "as amended" unless the specific language of the correction or the amendment is agreed upon and included in the minutes of the meeting at which the subject minutes are finalized and approved or at any subsequent meeting of the Board.

All Board minutes shall be signed by the Clerk when submitted and stored in a vault or file. Unless otherwise provided by law, 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.

Public Officers Law Section 106

Adopted: January 9, 2002
Reviewed: December 15, 2017