

Year: 2018	
Policy Number: 3220	
Section:	
<input type="checkbox"/> Community Relations <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Business Procedures <input type="checkbox"/> Community Operations <input type="checkbox"/> Personnel <input type="checkbox"/> Students <input type="checkbox"/> Instruction	

SUBJECT: Open Meetings Law

All meetings of the Health Sciences Charter School will be open to the general public, subject to the exceptions described below, as required by the Open Meetings Law (Article 7 of the New York State Public Officers Law, pursuant to Education Law §2854(1)(e)). For the purposes of this policy, a “meeting” shall be understood as any scheduled or unscheduled gathering of the school’s Board of Trustees (“Board”) to conduct school business at which a quorum of the Trustees shall be present, which includes being present by videoconference. This also includes meetings of committees and subcommittees of the Board that are comprised entirely of Board members.

Public Notice

The school will post a calendar with all Board meeting dates in the school at all times. For Board meetings scheduled at least one week in advance, the school shall publicize such meetings to the general public in the following manner:

- Provide notice of the time and place of the scheduled meeting to the news media.
- Post such notice in one or more public locations at least 72 hours in advance of the scheduled meeting.
- Advise the president of the school’s parent organization in order that he or she might disseminate the information as he or she sees fit.
- For Board meetings scheduled less than one week in advance, the school shall publicize the meetings to the general public in the following manner:
 - Provide notice of the time and place of the scheduled meeting to the news media (to the extent practicable).
 - Post such notice in one or more public locations at a reasonable time in advance of the scheduled meeting.
 - To the extent possible, the school will publicly post notices of Board meetings immediately after each meeting date is determined. Trustees may participate in Board meetings in person or by videoconferencing.
 - The Board shall provide an opportunity for the public to attend at any site where a Trustee participates. If videoconferencing is to be used, then the public notice will say so, identifying the locations from which members will participate and the location of the members that will be participating via videoconference, and state that the public has a right to attend any of these locations.
- The Secretary of the Board shall take minutes at all open meetings and make a draft of these minutes available to the public within two weeks of the date of such meeting.
- Minutes shall include the date of the meeting, a summary of all motions, proposals, resolutions, and any other matter formally voted upon as well as a record of how each Trustee voted.
- Minutes shall be taken at executive sessions of any action that is taken by formal vote, which shall consist of a record or summary of the final determination of such action and the date and vote thereon; however, such summary shall not include any matter which is not required to be made public by the freedom of information law. Minutes taken at an executive session shall be made available to the public within one week of such executive session.
- Minutes may exclude any matter that is not required to be disclosed to the general public. The minutes shall be available at the school.

Executive Sessions

- An executive session may be called via motion and majority vote of the Board's total membership to enter an executive session. The motion must specifically identify the general area or areas of the subjects to be considered.
- All Board members may participate in executive sessions, and the Board may authorize others to attend as well.
- In no case shall public funds be appropriated during an executive session.
- Executive sessions may only be held for:
 - Matters which imperil the public safety if disclosed.
 - Any matter which may disclose the identity of a law enforcement agent or informer.
 - Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed.
 - Discussions regarding proposed, pending or current litigation.
 - When such law applies to the school employees, collective negotiations that are within the scope of medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
 - The preparation, grading or administration of examinations.
 - The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicly would substantially affect the value.

Exceptions to the Open Meeting Law

The Board may conduct closed meetings for matters which are exempted from the Open Meetings Law, including:

- Judicial or quasi-judicial proceedings (such as student disciplinary hearings and employee grievance hearings); and
- Any matter made confidential by federal or state law.

Supporting Procedures:

Student Handbook

Staff Handbook

Related Laws, Regulations & Acts:

Article 7 of the New York State Public Officers Law

Article 56 of the New York Education Law

Not-for-Profit Corporation Law

Adopted: 06/12/2014

Revised: 04/27/2021