
MINUTES

The secretary of the board will record the minutes of all board meetings. Minutes become official after approval by the board and must be retained as a permanent record of the district. Minutes must be comprehensive and will show:

1. The date, time and place of the meeting.
2. The presiding officer.
3. Directors in attendance.
4. Items discussed during the meeting and the results of any voting that may have occurred.
5. Action to recess for executive session with a general statement of the purpose.
6. Time of adjournment.
7. Signature of presiding officer and date minutes were approved.

When issues are discussed that may require a detailed record, the board may direct the secretary to record the discussion. Audio or video recordings will be maintained in a manner consistent with state law.

Unofficial minutes will be provided to board members in advance of the next regularly scheduled meeting of the board and will also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption.

A file of permanent minutes of all board meetings will be maintained in the office of the board secretary to be made available for inspection upon the request of any interested citizen. Permanent minutes will be preserved in a manner that protects them from loss and is consistent with state law.

Cross References:	Board Policy	6570	Data Management
Legal References:	RCW	28A.400.030 42.32.030 40.14.070	Superintendent's duties Public meeting - Minutes Destruction, disposition, donation of local government records — Preservation for historical interest Local records committee, duties — Record retention schedules — Sealed record
Management Resources		2010 – April Issue	

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