

GRANITE FALLS SCHOOL DISTRICT

BOARD OF DIRECTORS

POLICY 9140: MINUTES OF MEETINGS

State law requires minutes be kept of each school board meeting. The Superintendent has the legal responsibility to see that minutes are recorded, per RCW 28A.400.030. The Superintendent (Board Secretary) shall attend all meetings of the Board of Directors and cause to have a record made as to the proceedings thereof.

Minutes shall be comprehensive and shall include:

- a. The date, time and place of the meeting,
- b. The presiding officer,
- c. Members in attendance,
- d. Items from the agenda,
- e. Results of any voting that may have occurred, including the board count on a disputed item,
- f. Action to recess for Executive Session with a general statement of the purpose,
- g. Time of adjournment

The Secretary of the Board, the Superintendent, shall record the minutes of all meetings of the Board of Directors except Executive Session. Copies of the unofficial minutes shall be delivered to Board members the Friday prior to the subsequent regular board meeting and can be made available to other interested citizens the same time as they are made available to the board. Minutes are not official until approved at a subsequent board meeting.

Minutes need not be read publicly, provided the Board members have had an opportunity to review them. A file of minutes of all Board meetings shall be maintained in the office of the Secretary of the Board to be made available for inspection upon the request of any interested citizen.

Legal reference:	RCW 28A.58.150/RCW 28A.400.030	Superintendent duties
	RCW 40.14.070	Destruction, disposition, donation of local government records—Preservation for historical interest—Local records committee, duties—Record retention schedules—Sealed records
	42.32.30	Public meetings—minutes

ADOPTED: MARCH 8, 1990

AMENDED: APRIL 27, 2000

AMENDED: APRIL 16, 2014