

Meeting Minutes

Purpose

This policy establishes the requirement that Board meeting minutes be taken, maintained and made available to the public.

Scope

This policy applies to the Board of Directors, Superintendent and the Executive Assistant.

Policy

1. The secretary of the Board (Superintendent) or his/her designee will record the minutes of all meetings of the Board of Directors.
 - 1.1. Unofficial minutes will be provided to Board members in advance of the next regularly scheduled meeting. During the subsequent meeting, minutes need not be read publicly, provided the Board members have had an opportunity to review them before adoption.
 - 1.2. Minutes become official after approval by the Board. Official minutes will be made available to any interested citizen.
2. Minutes will be descriptive of the meeting and will include a reference to each item discussed regardless of the action taken. Minutes will document, at a minimum, the following:
 - (a) Date, time and place of the meeting.
 - (b) Members in attendance.
 - (c) Items discussed during the meeting and the results of any voting that may have occurred.
 - (d) Action to recess for executive session with a general statement of purpose.
 - (e) Time of adjournment.
 - (f) Signature of presiding officer and the date minutes are approved.
3. All Board meeting minutes must be retained as a permanent record of the district. A file of official, permanent minutes will be maintained in the office of the Superintendent/Secretary of the Board, to be made available for inspection upon the request of any interested citizen.
 - 3.1. Permanent minutes should be preserved in a manner that protects them from loss. Except as otherwise provided by law, permanent minutes will not be destroyed unless approved for destruction by the appropriate governing state agency.

Related Procedures

1421P1-Contract Approval

6215P1-Voucher Certification and Approval

Policy Cross References

1420-Meeting Agendas

1421-Contract Approval

6215-Voucher Certification and Approval

Policy Legal References

RCW 28A.400.030 – Superintendent’s 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

RCW 42.32.030 – Minutes

Management Resources

N/A

Policy History

Action:	Date:
Approved by the Board	Unknown
Revised	March 15, 2017
Revised	
Revised	

Previous Policy Number: 2025