

# Northshore School District

## BOARD POLICY

No. 1450

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### THE BOARD OF DIRECTORS

#### Minutes

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

1. The date, time, and place of the meeting.
2. The presiding officer.
3. Members 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 are approved.

Audio recordings shall be made of board meetings to create a detailed record of board discussions and to serve as a reference in the creation of written minutes. Such recordings shall be retained in accordance with the Washington State Records Retention Schedule.

Unofficial minutes shall be delivered to board members in advance of the next regularly scheduled meeting of the board and shall 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.

Cross Reference:

WSSDA Policy No. 1440, Minutes  
Policy 8410 - Records Management and Retention

Legal References:

RCW 28A.400.030 Superintendent's duties  
RCW 42.32.030 Minutes  
RCW 40.14.070 Preservation and destruction of public records

Adopted by the Board: October 26, 1992

Reaffirmed: 11/27/01; 2/27/07

Revised: 2/14/12