

POLICY TITLE: MINUTES	POLICY SECTION: GOVERNANCE PROCESS	POLICY NO: GP-9
APPROVED BY: BOARD	REGULAR BOARD POLICY REVIEW FREQUENCY: EVERY TWO YEARS (ODD YEARS)	BOARD MONITORING OF BOARD COMPLIANCE FREQUENCY: EVERY TWO YEARS
DATE APPROVED: SEPTEMBER 28, 2010	DATE REVIEWED/REVISED: DECEMBER 6, 2016, AUGUST 11, 2017, AUGUST 16, 2019, JUNE 29, 2021, AUGUST 16, 2023, OCTOBER 17, 2025	

Recording Minutes

The recording secretary of the Board shall record the minutes of all regular and special Board meetings where official action is taken. Minutes become official after approval by the Board and shall be retained as a permanent record of the District. Minutes shall be comprehensive and yet succinct and shall include:

- a. The date, time and place of the meeting.
- b. The presiding officer.
- c. Directors in attendance, Directors sending regrets, and Directors absent.
- d. Agenda items discussed during the meeting, the results of any votes taken, a brief rationale where applicable, and any follow-up action.
- e. Action to recess for executive session with a general statement of the purpose.
- f. Time of adjournment.
- g. A serial number will be placed on each set of Board minutes including the year and the Board meeting number (2017-07; meaning the seventh meeting in 2017).

When issues are discussed that may require a detailed record, the Board may direct the recording secretary to record the discussion verbatim. Such verbatim records shall be maintained (on file for a period of six (6) years).

Minutes Distribution and Approval Process

Unofficial minutes shall be delivered in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption.

The Board will review and approve the minutes very carefully as the full Board is certifying that the minutes represent a true record of the meeting. Minutes are approved by the Board through the Required Approvals Agenda (GP-7.2).

Archiving Board Meeting Minutes

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 request.

Legal References:	RCW 28A.400.030	Superintendent's duties
	RCW 42.32.030	Public meetings-Minutes
	RCW 40.14.070	Destruction of local records