BB 9324 BOARD MINUTES

The Board secretary or designee shall keep minutes and record all official Board actions.

(cf. 9123 - *Secretary/Treasurer)*

Official Board minutes and the master copy of the policy manual shall be stored in a fire-proof location at the District office.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting, and will be available for public review at the district office and each school site.

(cf. 1340 - *Access to District Records)*

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

Recording Devices

A video or audio tape recording may be made at any open Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

Retention of Board Minutes

Official Record: The written minutes, once approved by the School Board, constitute the official record of board proceedings. Board records and minutes must be maintained in accordance with the Alaska Model Records Retention Schedule for Alaska School Districts.

Retention of Recordings: Audio and video recordings are supplemental documentation to assist in the preparation of accurate minutes but do not replace the written minutes as the official record. Audio and video recordings of board meetings shall be retained until the written minutes of that meeting have been approved by the School Board. Once minutes are approved, recordings shall be destroyed unless the

board determines there is a specific need to retain a particular recording for a longer period.

Legal Reference:

ALASKA STATUTES

14.14.090 Additional duties

Reviewed 4/2016

Reviewed 9/2020

Revised 10/2026

Craig City School District