

## **BB 9324 BOARD MEETING MINUTES (First Read)**

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 will be securely kept in a digital and/or hard copy form.

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.

*Video and audio recordings of Board meetings, including those posted on the District's website, shall be maintained in a manner consistent with the State of Alaska School District Model General Administrative Records Retention and Disposition Schedule.*

*Legal Reference:*

*ALASKA STATUTES*  
*14.14.090 Additional duties*

*CSD ADOPTED: 2/9/2005*  
*CSD REVISED: 1/14/2015*  
*CSD REVIEWED: 8/10/2022*  
*CSD REVISED: xxxxxxxx*