

## **BB 9324 SCHOOL BOARD MINUTES**

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

*(cf. 9123 - Secretary/Treasurer)*

Official School Board minutes and the master copy of the policy manual shall be stored in a fireproof location.

Copies of the minutes of each regular or special meeting shall be distributed to all School 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 School 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 School 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.

Legal References:

#### ALASKA STATUTES

[14.14.090](#) Additional duties

07/12

**Lake and Peninsula School District**

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