

MINUTES

Minutes for all meetings of the Board are to be prepared by the Secretary and are to be duplicated and mailed or delivered to each Director and president of employee organizations, following the meeting. Minutes will become official after approval of the Board at the following meeting.

Minutes need not be read at a meeting if the Directors have received and read them prior to the meeting and wish to make no corrections. Official minutes are a public record of this District and are to be kept in the administrative offices under the custody of the Secretary to the Board and shall be made available to any citizen to examine during regular office hours.

Minutes shall be descriptive of the meetings with mention made of each item brought before the Board, a brief description of the discussion and disposition of the item regardless of whether formal action is taken or not.



<i>LEGAL REFERENCES</i>	<i>RCW 28A.58.150</i>	<i>Superintendent's Duties</i>
	<i>RCW 28A.330.050</i>	<i>Duties of Superintendent as Secretary of the Board</i>
	<i>RCW 28A.330.070</i>	<i>Office of Board—Records Available for Public Inspection</i>



<i>POLICY ADOPTED</i>	<i>November 26, 1973</i>
<i>REVISED</i>	<i>August 22, 1994</i>
<i>RENUMBERED</i>	<i>May 12, 2003</i>
<i>REVISED</i>	