



Every Student Matters, Every Moment Counts

Morton School District #214

Home of the Timberwolves!

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www.morton.k12.wa.us

 @MortonSchoolDistrict214

 @MSD21214

Policy: 1440 Minutes

Section: ☐ - 0000

Planning

☒ - 1000

Board of
Directors

☐ - 2000

Instruction

☐ - 3000

Students

☐ - 4000

Community
Relations

☐ - 5000

Personnel

☐ - 6000

Management

The secretary of the board keep the minutes of all board meetings. Minutes become official after approval at the board's next regularly scheduled meeting and must be retained as a permanent record of the district. Minutes must be comprehensive and will show:

- A. The date, time and place of the meeting.
- B. The presiding officer.
- C. Members in attendance.
- D. Items discussed during the meeting and the results of any voting that may have occurred.
- E. Action to recess for executive session with a general statement of the purpose.
- F. Time of adjournment.
- G. Signature of presiding officer and date minutes approved.

When issues are discussed that may require a detailed record, the board may direct the secretary to record the discussion. Audio or video recordings will be maintained on file as follows:

- If the recording is transcribed *verbatim* (word for word), the recording may be destroyed after one (1) year.
- If the recording is only used as a reference to create written minutes, the recording must be retained for six (6) years.

Unofficial minutes will be delivered to board members in advance of the next regularly scheduled meeting of the board and will also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption.

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 the request of any interested citizen. Except as otherwise provided by law, permanent minutes will not be destroyed until approved for destruction by the appropriate district personnel. Permanent minutes should be preserved in a manner that protects them from loss.

Legal References

RCW 28A.400.030 Superintendent's duties

RCW 40.14.070 Destruction, disposition, donation of local government records — Preservation for historical interest —

Local records committee, duties — Record retention schedules — Sealed record

RCW 42.32.030 Minutes

Cross References

6570 - Property and Data Management

Management Resources:

Policy News, April 2010 Retention of Board Meeting Minutes

Adoption Date: 5/22/2023

School District Name: Morton School District #214 Revised: 12.99;

04.10

Classification: Discretionary

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, jhannah@morton.k12.wa.us, or Section 504 Coordinator Jordan Austin, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, jaustin@morton.k12.wa.us