

## **MINUTES**

It is the policy of the Laconia School Board for the clerk to keep, or cause to be kept by a stenographer and/or an audio/video taping system, complete records of the actions of all Board meetings, pursuant to the following protocols:

- The minutes will be a complete record of the meeting activities, including resolutions and motions in full, and will be kept in an official minute book.
- All documents alluded to in the minutes are to be kept on file at the School Administrative Unit Thirty office. All tapes and videos are to be kept until which time the minutes are approved by board action.
- Copies of the minutes of each meeting will be sent to all Board members before the meeting at which the minutes are to be approved:
  - Any corrections in the minutes may be made at the meeting at which they are to be approved
  - Permanent minutes will be signed by the clerk upon transcription and approval
- Minutes will be available for inspection at the School Administrative Unit Thirty office in accordance with RSA 91-A

**Adopted: November 9, 1982**  
**Revised: 4/12/94, 2/4/97, 4/20/04**  
**Reviewed: October 16, 2012**