

**BARNSTEAD SCHOOL DISTRICT
Board Meeting Minutes**

The Secretary shall cause a record to be kept of the actions of Board meetings. The minutes of the Board shall be kept in an official minute book and shall include resolutions and motions. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method. The minutes may be supported by audio recording as directed by the Board.

Copies of the draft minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes shall be kept in accordance with state law and will be in the custody of the Superintendent. Audio tapes, if used, shall be retained in the custody of the Superintendent's office for a period of one year and may be made available to interested citizens upon written request and submission of a blank tape.

Statutory References:

RSA 91-A:3 III

RSA 91-A:4 I

RSA 91-A:2 II

(First Reading: 05/02/00)

(Second Reading: 05/16/00)

(Adopted: 06/06/00)