

Contoocook Valley School District Policy**MINUTES**

The secretary shall keep a record of the actions of Board meetings. The minutes of the Board shall be kept in an official minute book and shall be a record of such minutes including resolutions and motions. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the secretary upon approval and transcribing.

All minutes shall be kept in accord with RSA 91-A:2 and 3 III, and will be in the custody of the Superintendent, who will make them available to interested citizens on request.

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