

**GOFFSTOWN SCHOOL DISTRICT****BEDG****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 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.

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 RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Currently as stated in statute, minutes of all public meetings will be made available for public inspection no later than five (5) business days after the meeting. Minutes for unsealed non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session.

Reference: Regulation BEDG-R

**Legal References:**

*RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public*

*RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions*

*RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public  
Inspection*

Proposed: 08/19/91

Adopted: 09/23/91

Revised: 11/01/99

Adopted: 08/22/05

Proposed: 05/05/08

Adopted: 06/02/08

Proposed: 03/20/17

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NHSBA Review: 04/04/14