

BOARD MINUTES

The Superintendent, as Secretary of the Board of Trustees, or designee, shall keep minutes and record all official Board actions. (Education Code §§35145, 35163)

The minutes shall serve as a permanent District journal of all motions, resolutions, other formal decisions of the Board, recommendations of the administration, and the substance of any Board discussion or the substance of statements pertinent to District business made by members of the public.

The minutes shall be agendized for approval by formal action of the Board of Trustees, and signed by the Secretary and Clerk of the Board of Trustees to become official minutes.

The following documents shall be included with the official minutes and referred to in the text of the minutes to which they apply:

1. All resolutions considered by the Board.
2. All budget transfers considered by the Board.
3. All documents approved by the Board to accompany and form a part of the official minutes.
4. Subject to Board approval, all other documents the Superintendent or designee believes to be necessary to fully substantiate or record Board action contained in the minutes.

In addition to the official minutes, an additional signed copy of all minutes and attached documents shall be kept in the office of the Board secretary.

Official minutes are the District's permanent journal of decisions and shall be available on the District's website for public examination.

Recording of Votes

All motions, resolutions, or other formal Board actions shall be recorded in the minutes as prescribed by law.

Recording Devices

An audio recording shall only be made of the open session for all regular and special Board meetings. All recordings shall be stored with the District's permanent records and be made available on the District's website for public examination.

Per Board Policy 1340, the cost for copies of electronic/digital/video and/or audio files requested by members of the public shall be determined on an individual project basis.

BOARD MINUTES (continued)

Legal Reference:

EDUCATION CODE

35145 *Public meetings*

35163 *Official actions, minutes and journals*

35164 *Vote requirements*

PENAL CODE

632 *Unlawful to intentionally record a confidential communication without consent of all parties to the communication*

GOVERNMENT CODE

54957.2 *Closed sessions; clerk; minute book*

Bylaw

adopted: February 27, 1995

revised: August 13, 2007

revised: April 13, 2010

revised: November 13, 2014

CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California