

The superintendent, as secretary of the Board of Trustees, shall keep minutes of all meetings of the Board of Trustees. Copies of the proceedings shall be made for distribution to the Board of Trustees members with the agenda for a future regular meeting. The official minutes of the Board of Trustees meetings and the master copy of the policy manual shall be kept in a fireproof vault.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed, and individual votes will not be recorded unless the action was not unanimous. All motions by the Board of Trustees shall be pre-numbered for the fiscal year beginning July 1st of each year. All resolutions shall be numbered for each fiscal year beginning July 1.

Maintaining the Minutes

The Board of Trustees' minutes shall be maintained as outlined below:

1. Content – Board of Trustees Procedure
 - a. the date, place and type of each meeting
 - b. members present and members absent by name
 - c. call to order and Pledge of Allegiance to the Flag
 - d. arrival of tardy members by name
 - e. departure of members by name before adjournment or if absence takes place when any board agenda items are acted upon
 - f. date and place of next meeting
 - g. adjournment of the meeting
 - h. record of written notice of special meetings
 - i. record of items of business to be considered at special meetings

2. Content – Board of Trustees Actions
 - a. approval or amended approval of the minutes of preceding meetings
 - b. complete information as to each subject of the Board of Trustees' deliberation
 - c. complete information as to each subject including the roll call record of the vote on a motion if not unanimous
 - d. all Board of Trustees' resolutions in complete context numbered serially for each fiscal year
 - e. a record of all contracts entered into
 - f. all employments and resignations or terminations of employment
 - g. a record by number of all purchase orders approved
 - h. a record of all bid procedures including calls for bids authorized, bids received and other action taken
 - i. a record by number of all warrants approved for payment
 - j. adoption of the annual budget
 - k. financial reports, including collections received and desposited and sales of personal property, shall be presented to the Board of Trustees every month
 - l. a record of all important correspondence
 - m. a record of the superintendent's reports to the Board of Trustees
 - n. approval of all policies, board adopted regulations and bylaws
 - o. adoption of the annual school calendar
 - p. annual approval of duties of school employees, along with a detailed job assignment as drawn up for all classified employees, shall be provided each member of the Board of Trustees and each employee

Legal References:

Education Code	
35145(a)	Public Meetings
35163	Official Actions, Minutes and Journals
35164	Vote Requirements

Bylaw Adopted:

October 9, 1980

Revised: October 26, 1989

Reviewed: January 1993

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