

**Board Operations****Board Meetings****Board Minutes**

The Board Clerk shall cause a complete and accurate set of minutes to be recorded for each regular and special Board meeting. The minutes shall constitute the official record of proceedings of the Board and include the substance of all actions taken by the Board at the meeting, including the subject matter of any motion, the persons making and seconding the motion, and the votes taken on the motion.

The minutes shall not present value judgments as to any reports or presentations made at the meeting and shall not attempt to include a complete description of all the discussion engaged in at the meeting.

Copies of the proposed minutes shall be made available to all Board members prior to the Board meeting at which the minutes are to be approved. Board members shall have the opportunity to offer corrections to the minutes for clarification purposes and accuracy, however, cannot make corrections to the minutes that actually change what took place at the meeting. The minutes shall be approved by the Board through the consent agenda.

Once approved, the minutes shall become official records of the Board and be maintained in the District Office; except as otherwise specifically provided, copies of the minutes shall be posted on the District's website and made available to any citizen upon request during regular office hours. Board meeting proceedings shall also be submitted for publication in the District's official newspaper in accordance with state law.

When the Board convenes in closed session, the minutes of the closed session shall include the purpose of the meeting and qualifying exemption under state law for meeting in closed session, and also include a record of any official action taken during the closed session, including the vote thereon.

Although normally Board meeting minutes are required to be disclosed upon request, the minutes of closed sessions may be withheld from the public, if there is a specific demonstration that there is a need to restrict public access at the time the request is made. It shall be the responsibility of the Superintendent, as the designated legal custodian of District records, to make this determination on a case-by-case basis. In making this determination, the Superintendent shall weigh the public interest in disclosure of the minutes against the public interest and public policies and laws against disclosure. As soon as the need to maintain confidentiality lapses, closed session minutes shall be made public in accordance with state law.

**Policy Approved:                    January 27, 2014**

**Policy Revised:                    December 18, 2017**