

MINUTES OF MEETINGS OF THE BOARD OF TRUSTEES

The Superintendent, as Secretary to the Board of Trustees, shall keep minutes of all meetings of the Board. Copies of the proceedings shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board meetings shall be kept in a fire-proof vault.

Recording of Votes

Motions and resolutions shall be recorded as having passed or failed, and individual “no” votes and all abstentions from voting shall be recorded.

Maintaining the Minutes

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

1. Content - Board 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. Adjournment of the meeting
 - g. Record of written notice of special meetings
 - h. Record of items of business to be considered at special meetings
2. Content - Board actions
 - a. Approval or amended approval of the minutes of preceding meetings
 - b. Complete information as to each subject of the Board’s deliberation
 - c. All Board resolutions in complete context numbered serially for each fiscal year.
 - d. A record of all contracts entered into

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- e. All employments and resignations or terminations of employment
- f. A record by number of all purchase orders approved
- g. A record of all calls for bids and action taken on bids
- h. A record by number of all warrants approved for payment
- i. Adoption of the annual budget
- j. Financial reports, including collections received and deposited and sales of personal property, shall be presented to the Board every month
- k. A record of the Superintendent's reports to the Board
- l. Approval of all policies, Board-adopted regulations, and bylaws
- m. A record of all delegations appearing before the Board
- n. Adoption of the annual school calendar

Reference: Education Code Sections 35145, 35163, 35164

Bylaw adopted: November 22, 1976; April 2, 1979