

## BOARD POLICY

Minutes and Agenda Materials

Upon approval by the Board, the minutes shall be signed by the Vice President/Clerk.

## A. Regular Meetings

A list of items scheduled for open and closed session that constitute the agenda for any regular meeting shall be posted at a place where it may be viewed by community and staff for at least 72 hours prior to the time of said meeting. The posted agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting

Only items appearing on the posted agenda shall be acted upon by the Board during the meeting unless there is a waiver granted by the Board based on any one of the following conditions:

1. Upon a determination by a two-thirds vote of the Board, or, if less than four-fifths of the members are present, a unanimous vote of those members present, that the need to take action arose subsequent to the agenda being posted
2. The agenda item was properly posted pursuant to the Education Code, but was continued from an earlier meeting held five or fewer days before
3. Upon a determination by a majority vote of the Board that an emergency condition exists as defined by the Education Code

## B. Special Meetings

In the event a special meeting is required of the Board, the call and notice of said meeting shall be posted at least 24 hours prior to the meeting in a location that is freely accessible to the community and staff. The call and notice shall specify the time and place of the special meeting and the nature of the business to be transacted. No other business shall be considered at the special meeting.

Each local newspaper of general circulation and radio or television station which has requested notice of special meetings shall receive written notice by the superintendent, or the designee, delivered in person or by mail at least 24 hours prior to the special meeting.

C. Emergency Meetings

When the Board calls an emergency meeting for a situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of school facilities, the posting of an agenda may not be possible.

In such emergency situations, each local newspaper of general circulation and radio or television station which has requested notice of special meetings shall be notified by the superintendent, or the designee, one hour prior to the meeting by telephone. In the event that telephone services are not functioning, the notice requirements for emergency meetings shall be waived, and the superintendent or the designee shall notify such newspapers, radio stations, or television stations of the fact of the holding of the meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

The minutes of an emergency meeting, a list of the persons whom the superintendent or the designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at such meeting, shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

An "emergency situation" means any of the following:

1. Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board
2. Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board

The Board may not meet in closed session during an emergency meeting.

- D. The Board shall make available to any person, organization, or agency who has submitted a written request as established in Section 54957.1, Government Code, copies of any or all documents or writings considered public records as enumerated in Section 54957.5, Government Code, or the California Public Records Act. A fee for service shall be assessed to cover the cost of providing such requested documents, writings, or records to authorized individuals, organizations, or agencies as established in Administrative Regulation 2112.1, Fee Schedule for Duplicate School/District Records.

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Ref: EC Sections 35140-35149;  
Government Code Sections 54950-54962  
Adopted: September 23, 1969  
Revised: November 6, 1979  
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