

**TEMECULA VALLEY CHARTER SCHOOL
Board Policy**

Section 2000 Governing Board

2026 BOARD MINUTES AND RECORDINGS

Board Action: APPROVED

Effective Date: 10-5-15

The Clerk, acting on behalf of and in cooperation with the Secretary of the Board of Directors, shall keep minutes and record all official Board actions.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separate from the minutes of regular and special meetings. Minutes of closed sessions are not public records.

Official Board minutes shall be stored in a secure location.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed as required by current laws or regulations. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

Video or Audio Recording

A video or audio tape recording may be made at any Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

Recordings made during regular or special Board meetings are public records. They shall be kept for at least thirty (30) days and upon request shall be made available for inspection by members of the public on a school recorder without charge.