

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Board Policy No. 9008: DESIGNATION OF SECRETARY TO KEEP MINUTE BOOK OF
CLOSED SESSIONS

1. The Board designates the Secretary for the Board to attend each closed session, unless excused by the Board, and to keep and enter into a confidential minute book a record of the subjects discussed in each closed session and a record of any decisions made in each closed session. The minutes of closed sessions shall be kept in a locked cabinet separate from minutes of open meetings.

Legal Reference:

Education Code section 35163

Government Code section 54957.2

Date Policy Adopted by the Board: October 26, 1999