How To Find a Board Meeting Agenda or Minutes

A Step-by-Step Guide

Board Meeting Agendas and Minutes are available on the Board of Education tab on the District’s website. Go to www.conejousd.org/ to get to the CVUSD Home page. From the Home page, go to Board of Education. From the drop down menu, click on Board Meetings & Agendas.
Agenda

You will be brought to this page:

The Agenda for the most recent Board Meeting is featured by date within the BoardDocs box.

As of August 2016, CVUSD began using BoardDocs for Board Meeting Agendas. Agendas for meetings prior to August 2016 can be accessed below the BoardDocs box in the Archive.

The best way to view the Agenda is to do so in full screen view. Under Board Meeting Agendas & Minutes, click on click here (in blue).
You will be brought to this page below, CVUSD’s homepage on BoardDocs. The most recent Agenda is shown under the *Featured* tab and can be accessed by clicking on it.

On the next page, click on the **View the Agenda** button at the bottom of the page.

To view an Agenda from an earlier date, click on the “2016” drop down box (under the “Featured” tab).

A list of meeting dates will drop down. Click the one you would like to view the Agenda for.
The list of items on the Agenda is located on the left side column.

Click on an item to view it. Items are labeled A, B, C...

Tip: If viewing it on a tablet/iPad or touchscreen device, you may be able to swipe to the left to go to the next item.

Attachments have a small blue box icon. Click on it to open the attached document.
To Print a copy of the Agenda, click the ‘printer’ icon above Agenda Item Details.

Minutes

The Minutes of the previous meeting are found in the current Agenda. For example, the Minutes from the October 18, 2016 meeting are found in the Agenda of the November 1, 2016 Board meeting.

To view the Minutes from the previous Board meeting, look under Action Items – Consent. The Minutes are attached. Click on it to open the attached document.
The Minutes will open up in a separate tab.

*To print the Minutes, click the ‘printer’ icon to print the Minutes.

*Some computers may have a different icon to print.

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