
Board of Trustees

1 **BP 2360 MINUTES**

2 **References:**

- 3 Education Code, Section 72121(a);
4 Government Code, Section 54957.5

5 The President/Superintendent shall cause minutes to be taken of all meetings of the
6 Board. The minutes shall record all actions taken by the Board. The minutes shall be
7 public records and shall be available to the public. If requested, the minutes shall be
8 made available in appropriate alternative formats so as to be accessible to persons with
9 a disability.

10 The minutes shall also record names of Board members present; names of Board
11 members making and seconding motions; names of those speaking to the Board; and
12 motions, major discussion points, and votes.

13 Office of Primary Responsibility: President/Superintendent

Date Adopted: December 12, 2007

Date Revised: August 19, 2015

Dates Reviewed: October 17, 2018; February 16, 2022