

**BOARD MEETING MINUTES**

<b>BP No. 2360</b>
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Board Adopted: 3/13/02; 11/12/03; 2/20/08; 7/12/17

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- I. The Superintendent/President shall cause minutes to be taken of all meetings of the Board of Trustees. The minutes shall record all actions taken by the Board and shall also record names of those present, all motions, names of those making and seconding motions, votes, and may include major discussion points.
- II. The minutes shall be public record and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.
- III. Sources/References:  
  
Education Code Section 72121(a),  
Government Code 54957.5.