

MINUTES

The Superintendent/President shall cause minutes to be taken at all meetings of the Board by the Executive Assistant to the President (or their designee) in accordance with current law and the provisions of the Brown Open Meetings Act.

The minutes shall record all actions taken by the Board. The minutes shall be public records 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.

The minutes shall also record details such as names of those present, all motions, names of those making and seconding motions, votes, major discussion points, etc.

Reference: Educ. Code Section 72121(a)

Adopted: September 9, 2008

Revised: June 12, 2023