

MINUTES

References: Education Code Section 72121(a);
Government Code Section 54957.5

The Superintendent/President shall cause minutes to be taken of all meetings of the Governing Board.

The minutes shall record every official act of the Governing Board in sufficient detail to show compliance with the law. The minutes shall be maintained in a suitable journal of proceedings.

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:

- names of Governing Board members who are present,
- all motions,
- names of those making and seconding motions,
- votes, and
- major discussion points.