



**BP 2360      Minutes**

The Superintendent/President shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board, including names of those making and seconding motions and outcome of votes. 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 for persons with a disability.

**Reference:**

Education Code Section 72121(a)  
Government Code Section 54957.5