The minutes of Board meetings will reflect those present, who presided, all motions, the names of persons making and seconding motions, and the vote on motions. The minutes should indicate the time of arrival or departure of members once the Board is in session. The minutes shall also include all resolutions and recommendations of the administration and pertinent information upon which action has been taken by the Board.

The minutes of an emergency meeting, a list of the persons notified or attempted to be notified, a copy of the roll call vote, and any action taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

The minutes are public records and any member of the public may contact the Superintendent/President’s Office to request a copy, approved minutes are posted on the Board website.

Reference: Education Code Section 72121(a)

Approved: March 19, 2014