

MINUTES AND RECORDINGS

The Governing Board recognizes that maintaining accurate minutes of Board meetings helps foster public trust in Board governance and provides a record of Board actions for use by district staff and the public.

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

The minutes of Board meetings shall include, but not be limited to:

1. A notation of which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure
2. A summary of the public comments made on agendized items and unagendized topics
3. The specific language of each motion and the names of the Board members who made and seconded the motion
4. Any action taken by the Board, and the vote or abstention on that action of each Board member present (Education Code 35145; Government Code 54953)

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by the Board President and Superintendent.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

Recording or Broadcasting of Meetings

MINUTES AND RECORDINGS (continued)

The district may tape, film, stream, or broadcast any open Board meeting. At the beginning of the meeting, the Board president shall announce that a recording or broadcasting is being made at the direction of the Board and that the recording or broadcast may capture images and sounds of those attending the meeting. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 16020-16027

Ed. Code 35012

Ed. Code 35145

Ed. Code 35163

Ed. Code 35164

Ed. Code 49061

Ed. Code 49073.2

Gov. Code 54952.2

Gov. Code 54953

Gov. Code 54953.5

Gov. Code 54953.6

Gov. Code 54957.2

Gov. Code 54960

Pen. Code 632

Description

Destruction of records of school districts

Board members; number, election and terms

Public meetings

Official actions, minutes and journal

Actions by majority vote

Definitions; directory information

Privacy of student and parent/guardian personal information;
minutes of board meeting

Meeting; defined

Meetings to be open and public; attendance

Audio or video recording of proceedings

Broadcasting of proceedings

Closed sessions; clerk; minute book

Actions to stop or prevent violation of meeting provisions

Eavesdropping on or recording confidential communications

Management Resources References

CSBA Publication

CSBA Publication

Website

Description

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

[CSBA District and County Office of Education Legal Services](#)**Cross References**

1340

3314

3580

4312.1

5125.1

5125.1-E(1)

7214

9000

9005

9122

9150

9250

Description

Access to District Records

Payment for Goods And Services

District Records

Contracts

Release of Directory Information

Release of Directory Information

General Obligation Bonds

Role of the Board

Governance Standards

Secretary

Student Board Members

Remuneration, Reimbursement and other Benefits

MINUTES AND RECORDINGS (continued)

9250-E(1)	Remuneration, Reimbursement and other Benefits
9320	Meetings and Notices
9322	Agenda/Meeting Materials
9323	Meeting Conduct
9323.2	Actions by the Board
9323.2-E(1)	Actions by the Board
9323.2-E(2)	Actions by the Board