

MINUTES AND RECORDINGS

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

The secretary of the Governing 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)

(cf. 9323.2 - Actions by the Board)

~~The minutes shall record which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.~~

~~In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the name of Board members who made specific points during the discussion.~~

~~The minutes shall include the specific language of each motion and the names of members who made and seconded the motion.~~

~~The minutes shall also report any action taken and the vote or abstention of that action of each member present. (Government Code 54953)~~

~~The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.~~

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*

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

(cf. 9320 - Meetings and Notices)

- 2. A brief summary of the Board's discussion on each agenda topic, rather than a verbatim record of each Board member's specific points of view during the discussion*
- 3. A summary of the public comments made on agendized items and unagendized topics*
- 4. The specific language of each motion and the names of the Board members who made and seconded the motion*
- 5. 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)*

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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)

(cf. 5125.1 - Release of Directory Information)

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

Official Board minutes and recordings shall be stored in a secure location.

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

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

The District may tape, film, or broadcast any open Board meeting. The presiding officer may announce that a recording or broadcasting is being made at the beginning of the meeting, and, as practicable, the recorder shall be placed in plain view of all meeting participants.

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

*Legal Reference:*EDUCATION CODE*35145 Public meetings**35163 Official actions, minutes and journals**35164 Vote requirements*GOVERNMENT CODE*54952.2 Meeting defined**54953.5 Audio or video recording of proceedings**54953.6 Broadcasting of proceedings**54957.2 Closed sessions; clerk; minute book**54960 Violations and remedies*PENAL CODE*632 Unlawful to intentionally record a confidential communication without consent*CODE OF REGULATIONS, TITLE 5*16020-16027 Classification and retention of records*