

**Bylaw 9324: Minutes And Recordings**

**Status:** ADOPTED

**Original Adopted Date:** 04/10/2007 | **Last Revised Date:** 01/08/2019

The Board of Education 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 county/district staff and the public.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9323 - Meeting Conduct)

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)

(cf. 1340 - Access to District Records)

(cf. 9122 - Secretary)

(cf. 9323.2 - Actions by the Board)

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 point 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)

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 Board agenda shall include a statement of the option and process for students and parents/guardians to request that such information be excluded from the minutes.

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 Clerk.

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

(cf. 3580 - District Records)

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)

(cf. 9321.1 - Closed Session Actions and Reports)

### Recording or Broadcasting of Meetings

The county/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 county/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  
Open board meetings  
Official actions, minutes and journal  
Actions by majority vote  
Definitions  
Privacy of student and parent/guardian personal information  
Brown Act, definition of meeting  
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

#### Description

A Governance Perspective: Interviews with School Board Members from the Nine Linked Learning Initiative School Districts, March 2014

#### Cross References

1340  
1340  
3314  
3314  
3580  
3580

#### Description

Access To District Records - <https://simbli.eboardsolutions.com/SU/HYV525Dx0O49xQZ29uLnAw==>  
Access To District Records - <https://simbli.eboardsolutions.com/SU/nj2PgtNhhLuotsPNKbLmUA==>  
Payment For Goods And Services - <https://simbli.eboardsolutions.com/SU/s5hPMT9SldislrEQrZWplusxg==>  
Payment For Goods And Services - <https://simbli.eboardsolutions.com/SU/LnpYg2jkHA9AoCKzNRWsww==>  
District Records - <https://simbli.eboardsolutions.com/SU/H8slshgOTQqc9jCCIOYPv1mhQ==>  
District Records - <https://simbli.eboardsolutions.com/SU/qyYywLnJp93oB5euHqQdmA==>

4312.1	Contracts - <a href="https://simbli.eboardsolutions.com/SU/KoECzK7qwr6W3GnkD41d5Q==">https://simbli.eboardsolutions.com/SU/KoECzK7qwr6W3GnkD41d5Q==</a>
5125.1	Release Of Directory Information - <a href="https://simbli.eboardsolutions.com/SU/TEqGxHvbqeWAQRslshkhUkfcQ==">https://simbli.eboardsolutions.com/SU/TEqGxHvbqeWAQRslshkhUkfcQ==</a>
5125.1	Release Of Directory Information - <a href="https://simbli.eboardsolutions.com/SU/miC7BFcZ4jtw63EX6yEXOg==">https://simbli.eboardsolutions.com/SU/miC7BFcZ4jtw63EX6yEXOg==</a>
5125.1-E(1)	Release Of Directory Information - <a href="https://simbli.eboardsolutions.com/SU/YalzyW3OGcYtKVucm2pwHQ==">https://simbli.eboardsolutions.com/SU/YalzyW3OGcYtKVucm2pwHQ==</a>
7214	General Obligation Bonds - <a href="https://simbli.eboardsolutions.com/SU/J9sPjQfCKBrvJlkCuliL3w==">https://simbli.eboardsolutions.com/SU/J9sPjQfCKBrvJlkCuliL3w==</a>
9000	Role Of The Board - <a href="https://simbli.eboardsolutions.com/SU/8JSKTUMD5MacybaSb01aeQ==">https://simbli.eboardsolutions.com/SU/8JSKTUMD5MacybaSb01aeQ==</a>
9005	Governance Standards - <a href="https://simbli.eboardsolutions.com/SU/7fhplusA4iGhHUyguz3baslsh3FA==">https://simbli.eboardsolutions.com/SU/7fhplusA4iGhHUyguz3baslsh3FA==</a>
9122	Secretary - <a href="https://simbli.eboardsolutions.com/SU/LG8K3yvxq2cjTZG8HhvJRw==">https://simbli.eboardsolutions.com/SU/LG8K3yvxq2cjTZG8HhvJRw==</a>
9250	Remuneration, Reimbursement And Other Benefits - <a href="https://simbli.eboardsolutions.com/SU/BFVjMH3lhoJqdNrEtichslshw==">https://simbli.eboardsolutions.com/SU/BFVjMH3lhoJqdNrEtichslshw==</a>
9320	Meetings And Notices - <a href="https://simbli.eboardsolutions.com/SU/iVKfH3ZQlkr82QIM8oSolg==">https://simbli.eboardsolutions.com/SU/iVKfH3ZQlkr82QIM8oSolg==</a>
9323	Meeting Conduct - <a href="https://simbli.eboardsolutions.com/SU/QCWslshAhmocIjzIzokwkplusUEQ==">https://simbli.eboardsolutions.com/SU/QCWslshAhmocIjzIzokwkplusUEQ==</a>
9323.2	Actions By The Board - <a href="https://simbli.eboardsolutions.com/SU/tAOyfhS5nzc0m1CSA5txw==">https://simbli.eboardsolutions.com/SU/tAOyfhS5nzc0m1CSA5txw==</a>
9323.2-E(1)	Actions By The Board - <a href="https://simbli.eboardsolutions.com/SU/sORg9gS7SxGRyslshAplusG8O3aQ==">https://simbli.eboardsolutions.com/SU/sORg9gS7SxGRyslshAplusG8O3aQ==</a>
9323.2-E(2)	Actions By The Board - <a href="https://simbli.eboardsolutions.com/SU/N2Srpdmwtqxdl0MZ3mXEBw==">https://simbli.eboardsolutions.com/SU/N2Srpdmwtqxdl0MZ3mXEBw==</a>