

## 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 helps foster public trust in Board governance.

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 shall reflect 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.

The minutes shall include the specific language of each motion and the names of the Board members who made and seconded the motion. The minutes shall also report any action taken and the vote or abstention on 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.

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

### Recording or Broadcasting of Meetings

The district may tape, film, or broadcast any open Board meeting. 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)

### Legal Reference:

#### EDUCATION CODE

- 35145 Public meetings
- 35163 Official actions, minutes and journals
- 35164 Vote requirements

#### GOVERNMENT CODE

- 54952.2 Meeting defined
- 54953 Meetings
- 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

**Management Resources:**

**CSBA PUBLICATIONS**

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

Guide to Effective Meetings, rev. 2007

**WEB SITES**

CSBA, Agenda Online: <http://www.csba.org>

**ADOPTED: 6/24/2015**