RECORDING OF INVER GROVE HEIGHTS SCHOOL BOARD MEETINGS

POLICY: 203.7
ADOPTED: 02/07/94
REVIEWED: 11/18/24

I. Purpose

The Board of Education of Independent School District 199 of Inver Grove Heights believes that communications with the many varying constituencies that the school district serves is very important. Recording of school board meetings is one of the methods of communication available to the Board of Education. Recording is intended to provide additional information to the community's citizens while also increasing the school district's visibility in the community.

II. General Statement of Policy

It is the policy of the Board of Education of Independent School District 199 of Inver Grove Heights that its regular meetings be digitally recorded and made available online for the education and information of the community's citizenry. The digital recording that is made available online on behalf of the school district is an informational medium only. The digital recording is not part of the official record of the School Board's proceedings.

The meetings shall be digitally recorded in their entirety. There shall be no editing of the actual School Board meetings, other than to add titles or credits to a recorded session. If editing is desired or deemed to be in the public or school district interest, the edited version shall receive the approval of the Board of Education prior to the broadcast of the edited version.

III. Official Record

The official record of the Board of Education of Independent School District 199 of Inver Grove Heights, Minnesota, is the School Board meeting minutes as recorded and submitted by the Clerk or designee of the School Board for the approval of the Board of Education at a subsequent public meeting. The digital recording and its contents are the property of the school district.

IV. Availability of Digital Recordings

Digital recordings of school board meetings shall be available for public viewing on the district's official video sharing service, which will be linked on www.isd199.org, the district's website.

The digital recording of a school board meeting shall be retained for at least a period of time that encompasses the following four (4) regular school board meetings. Beginning

with the fifth school board meeting after the digital recording was initially made, that recording may be available for use to record another meeting.

No copy of a digital recording may be made without the advance written permission of the school district.

An authorized copy of a digital recording shall be made only by an authorized school employee or designee. The cost of such recording shall be paid by a requesting person and the cost shall reflect first, the hourly rate for a school employee or authorized person, second, the district's administrative cost, and third, the cost of materials used to make the recording. Payment shall be rendered before the recording is released.

IV. Malfunctions and Omissions

Digital recording and re-broadcasting processes are comprised of and dependent upon human and mechanical interactions and as well as supportive systems. The system that the School District uses has no backup or alternate power sources.

It is acknowledged that the audio equipment may record imperfectly. While every attempt is made to get a proper recording, speakers may not always speak directly into the microphones. In the event of a power failure, equipment malfunction, operator error, or the quality of the digital recording, the school district will not be responsible for recording the meeting.

V. Rebroadcast

No meeting may be digitally recorded more than twice without the advanced written approval of the Board of Education. Any recording other than the master digital recording, owned by the school district used to record a meeting, may be reused or destroyed immediately following the final digital recording as described above.

Cross References: https://www.isd199.org/district/board/meetings/videos