

## BOARD BYLAWS

### Minutes

The Governing Board recognizes that maintaining accurate minutes of Board meetings help foster public trust in Board governance and provides a record of Board actions for use by 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 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 public comments made on agendized items and unagendized topics
4. The specific language of each motion and the names of 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 minutes shall be permanently filed and indexed for reference purposes. Reports requiring board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference and if so made, shall be placed in the minutes file as a permanent district record.

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 of the board. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by the President and 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 district may tape, film, 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 during a meeting 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*

*35012 Number of members; terms; student board members*

*35145 Public meetings*

*35163 Official actions, minutes and journals*

*35164 Vote requirements*

*49061 Student records; definitions*

*49073.2 Privacy of student and parent/guardian personal information*

##### *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*

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

*The Brown Act: School Boards and Open Meeting Laws, rev. 2014*

*WEB SITES*

*CSBA, Agenda Online: <http://www.agendonline.com>*

Bylaw adopted: 4/10/84;

Bylaw revised: 8/27/02; 4/28/09; 1/26/2021