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MINUTES AND RECORDING DEVICES

ADOPT: APRIL 8, 1985

REVISED: MARCH 7, 1988

REVISED: FEBRUARY 13, 2001

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Minutes

The Secretary of the Board shall keep minutes of all regular and special meetings of the Board. The Minutes shall be a record of official Board actions. Copies of the minutes shall be available for distribution to the Board members with the agenda for the next regular meeting. The Secretary may also keep a minute book for each closed session of the Board apart from the minutes of the regular and special meetings, and the minute book is declared to be not a public record under Government Code Section 54957.2. The official minutes of the regular and special meetings, the minute book for closed sessions if any, and the master copy of the policy manual shall be kept in a secure manner.

Recording Devices

A video or audio tape recording of any meeting of the Board, including closed sessions, may be made at the request of the Secretary or any member of the Board when such request is approved by a majority of the whole Board. The presiding officer will announce the fact that a recording is being made at the beginning of the meeting, and the recording device shall be placed in plain view of the persons present, so far as possible. Recordings made during regular or special meetings of the Board are deemed public records. Recordings will be kept for a year.