

*Riverside County Office of Education
Board Bylaw 9324 Minutes of the Board*

BYLAWS OF THE BOARD

SUBJECT: Minutes of the Board

The County Superintendent of Schools shall keep minutes and record all actions of the County Board of Education. Copies of the minutes shall be made for distribution to the Governing Board Members with the agenda for the next regular meeting. A minute book for each closed session of the Board may be kept separate from the minutes of the regular and special meetings. The minute book for closed session 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, and the master copy of the policy manual shall be stored in a reasonably secure location. (cf. 9322 - Closed Sessions)

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All resolutions by the County Board of Education shall be numbered consecutively at the beginning of each fiscal year. Each expulsion case will be coded for reference by the Board and for confidentiality.

Video or Audio Recording

A video or audio tape recording of any meeting of the County Board of Education may be made unless the Board finds that such a recording constitutes, or would constitute a disruption of the proceedings. The presiding officer will announce that a recording is being made at the beginning of the meeting. The recording device shall be placed in plain view of the persons present, insofar as possible.

Recordings made during regular or special meetings of the County Board of Education are deemed public records. They shall be kept for at least 30 days and upon request shall be made available for inspection by members of the public on a County Office of Education recorder without charge. Recordings made during closed sessions are not public records. All recordings, tapes, discs, or other, shall be kept in a reasonably secure location.

Maintaining the Minutes

The County Board of Education minutes shall be maintained as outlined below:

1. Content - County Board of Education procedures
 - a. The date, place, and type of each meeting
 - b. Members present and members absent by name
 - c. Call to order and Pledge of Allegiance to the Flag
 - d. Arrival of tardy members by name
 - e. Departure of members by name before adjournment or if absence takes place when any governing board agenda items are acted upon

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- f. Date and place of next meeting
- g. Adjournment of the meetings
- h. Record of written notice of special meetings
- i. Record of items of business to be considered at special meetings

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)

- 2. Content – County Board of Education actions
 - a. Approval or amended approval of the minutes of preceding meetings
 - b. Information on each subject of the Board's deliberation
 - c. Information on each subject including the roll call record of the vote on a motion.
 - d. All resolutions in complete context numbered serially for each calendar year
 - e. A record of all contracts entered into by the Board
 - f. Adoption of the annual budget
 - g. A record of all important correspondence
 - h. A record of all superintendent's reports to the Board
 - i. Approval of all policies and bylaws
 - j. A record of all delegations appearing before the Board

Legal Reference:

EDUCATION CODE

1015 et seq. - Recording of Vote

1040 - Duties of Board

GOVERNMENT CODE

54950 - Purpose for existence of public agencies

54953.5 - Tape Recordings of Meetings

54957.2 - Closed Sessions, Minute Book Record

54960 - Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent of all parties to the communication