



## Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

Board Bylaws:

#9324

Section: Bylaws of the Board

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### 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~~ 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 of Education 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 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.~~

~~(cf. 9250 - Remuneration, Reimbursement and Other Benefits)~~

~~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 or the names of Board members who made specific points during the discussion.~~

~~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 of Board meetings shall include, but not be limited to:**

1. A notation of which Board members are present, in person 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, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion
3. A summary of the public comments made on agendized items and unagendized topics
4. The specific language of each motion and the names of the 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



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(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 Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by the Board President and the Superintendent.

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)*

~~Official Board minutes and recordings shall be stored in a fire-proof location.~~

### **Recording or Broadcasting of Meetings**

The district may tape, film, stream, or broadcast any open Board meeting. The Board president may 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 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**

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



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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.agendaonline.com>