
Bylaw updated to reflect NEW LAW (SB 1036) which prohibits districts from including in board meeting minutes a student's directory information or a parent/guardian's personal information, as defined, when the student or parent/guardian requests that such information be excluded. Bylaw also includes optional statement that the minutes will summarize topics addressed during the public comment period and need not reflect the names of the individuals who comment.

LEGEND: ~~Removed from CYPSPD~~ Added from CSBA

Board Bylaws

BB 9324

MINUTES AND RECORDINGS

The **Governing** Board ~~of Trustees~~ recognizes that maintaining accurate minutes of Board meetings **helps foster public trust in Board governance and** provides a record of Board actions for use by district staff and the public ~~and helps foster public trust in Board governance.~~

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)

The minutes **of Board meetings** shall ~~reflect~~ **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.**
2. ~~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 on each agenda topic, rather than** a verbatim record of the Board's discussion ~~on each agenda topic or the names of Board members who made~~ **member's specific points of view** during the discussion.
3. **A summary of the public comments made on agendized items and unagendized topics**
4. ~~The minutes shall include~~ The specific language of each motion and the names of the Board members who made and seconded the motion.
5. ~~The minutes shall also report~~ 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)~~

~~The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.~~

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)

The Board agenda shall include a statement of the option and process for students and parents/guardians to request that such information be excluded from the minutes.

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 Secretary and Clerk.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

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)

Recording or Broadcasting of Meetings

The district may tape, film, **stream**, 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 ~~at~~**and that the beginning recording or broadcast may capture images and sounds of those attending the meeting-and**. 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)