

0168 RECORDING BOARD MEETINGS

The Board of Education directs the creation and maintenance of an official record of the formal proceedings of the Board and will permit the unofficial recording of Board meetings in accordance with this ~~bylaw~~Bylaw.

Minutes

The Board shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.

Minutes of public meetings shall be public records signed by the Board Secretary and filed in the ~~Secretary's~~Board Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of ~~private~~executive meetings shall be filed in the Board Secretary's office in a place separate from the ~~public meetings~~ minute book until the time, if any, when the proceedings may be made public. At that time, the minutes shall be public records and shall be filed in the ~~public meetings minute book~~. ~~The Board Secretary shall regularly notify the Board of minutes of private sessions which no longer require confidentiality as the reason for confidentiality passes, at which point the Board shall vote to release them as public minutes. No later than once per year at the last regularly scheduled public board meeting before the reorganization meeting, the Board Secretary shall report to the Board those minutes which remain confidential and the reasons therefor. The minutes of any Board meeting shall be promptly available to the public in accordance with the Open Public Meetings Act~~regular minute book.

The Board Secretary shall provide each Board member with a copy of the minutes prior to Board approval.

Electronic Recording

~~For each public meeting of the Board at which action is taken an audio recording shall be made by the~~The certified School Business Administrator/Board Secretary ~~for reference by the Board and the administration. The electronics shall make an audio tape recording of each Board meeting as an administrative aid in the preparation of minutes. The recording shall be retained for a minimum of 45~~forty-five days or until ~~the minutes are either summary or verbatim transcripts have been~~ approved as minutes, whichever is longer, after which time they may be erased only if permission is granted ~~on an annual basis~~ by the New Jersey Department of State, Division of Archives and Public Records-Record Management. All such ~~tapes~~recordings will be erased or destroyed in compliance with laws and rules for the destruction of public records.

The recording may not be able to be destroyed if a subject matter, vote, or Board action on the recording is the subject of litigation. The district will notify the New Jersey

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Division of Archives and Records Management when requesting permission that a recording be destroyed if the recording includes subject matter in litigation or the district will not request permission to destroy such recording if the subject matter is in litigation.

Recording by the Public

Any member of the public may record the proceedings of a public meeting of the Board ~~in a manner that~~ provided the audio or video recording process complies with reasonable guidelines as outlined in this Bylaw. These guidelines are adopted to ensure the recording of the public meeting does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.

~~The Board will permit the use of tape recorder(s), still or movie camera(s), audio or video recording devices by members of the public to record public meetings.~~

~~Prior notice to audio or videotape camera(s) only when video record a public meeting is not required provided if the person operates thea small, hand-held recording device while sitting in the area designated by the Board foras the public seating area. The recording of a meeting from this area shall not obstruct or distract any member of the public from observing and listening to the proceedings of the meeting. If the recording is obstructing the view or is distracting to members of the public, the presiding officer or designee will require the person recording the meeting to relocate to another area of the meeting room.~~

The Board will permit the use of other than small hand-held audio or video recording devices by members of the public to record public meetings only when notice of such intended use has been given to the Board Secretary on day in advance of the meeting.

In the event a member of the public wants or needs to audio or video record a public meeting from an area other than the area designated for public seating, the person shall provide notice of such intended use has been given request to the Board Secretary one day in advance of the meeting. No more than three movie or video camera(s) may be in use at any time, and any camera ~~The Board Secretary or designee shall review the recording guidelines outlined in this Bylaw with the person requesting to record the meeting.~~

Any member of the public wanting to use a recording device from an area other than the area designated for public seating must ~~Recording devices larger than small hand-held devices must be located and operated in an from inconspicuous location locations~~ in the meeting room as determined by the presiding officer or designee. Prior to the meeting, the presiding officer or designee will determine the location of each recording device so each video recording device can record the meeting with an unobstructed view and each audio recording device can record a meeting so the speakers and meeting proceedings can be properly recorded. The location of any recording device operated from an area other than the area designated for public seating will be in an area of the meeting room that is not distracting or obtrusive to Board members, members of the public, or the orderly operation of the meeting. Any recording device used outside the area designated

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for public seating shall be located within a similar distance from the Board as the public seating area. This may be the perimeter of the public seating area. At no time will recording devices be located parallel to or behind the Board members and administrators' seating area. The presiding officer or designee shall determine when the number of recording devices used outside the area designated for public seating interferes with the conduct of a Board meeting and may order that an interfering recording device be removed or relocated.

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All audio and video recording devices shall be silent in operation, inoffensive and unobtrusive.

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Additional lighting shall not be used unless approved by the presiding officer or designee prior to the meeting. All recording devices and any related equipment must be battery operated or operational without the use of district electricity as the district will not permit such equipment to be connected to the school district's electrical service.

The presiding officer or designee shall determine ~~when any~~if a recording device interferes with the conduct of a Board meeting and may order that an interfering device be ~~removed~~relocated.

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~~Any record of a Board meeting that is made available to persons other than the maker of the record and is set forth as a true and accurate record of that meeting must be open to inspection by the Board and may be copied by this Board at the Board's expense.~~

N.J.S.A. 10:4-14

Cross Reference: 0154

Initial Adoption: September 9, 2002

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