

BOARD MINUTES AND RECORDINGS

The County Superintendent of Schools shall keep minutes and record all actions of the County Board of Education. Copies of the minutes should be made available for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the regular and special meetings will be stored by the County Superintendent in a reasonably secure location and shall be retained as required by law.

Recording of Votes

Motions or resolutions shall be recorded as follows:

1. The identity of members entering and seconding the motion
2. Passed or failed
3. The number of affirmative and negative votes and any abstentions
4. When a vote is recorded and there are only affirmative votes, the votes will be recorded as “unanimous,” unless a member makes a point of abstention
5. When a member is absent, a unanimous vote will be recorded as “unanimous,” with Board member’s name listed as absent
6. Roll call votes shall be taken when required by law or when requested by a member of the Board or public
7. Resolutions adopted by the Board shall be numbered consecutively at the beginning of each year
8. Each expulsion case will be coded for reference by the Board and for confidentiality

Maintaining the Minutes

Content – Board Procedures

1. The date, time, place, and type of each meeting
2. Members present and members absent by name
3. Late arrival of members by name
4. Early departure of members by name before adjournment or if absence takes place when any Board agenda items are acted upon

BOARD MINUTES AND RECORDINGS (continued)

5. Prior disclosure of items to be discussed in closed session
6. Record of required disclosure after closed session
7. Record of written notice of special meetings
8. Record of items of business to be considered at special meetings
9. Date and place of next meeting
10. Adjournment of meeting

Content – Board Actions

1. Approval or amended approval of minutes of preceding meetings
2. Information on each subject of the Board's deliberation
3. Information on each subject including the roll call record of the vote on a motion when required by law
4. Disclosure of closed session action and record of the vote or abstentions of members present
5. All adopted Board resolutions in complete context, numbered consecutively the beginning of each year
6. A record of all contracts entered into by the Board
7. Adoption of the annual budget
8. A record of all important correspondence
9. A record of all County Superintendent of Schools' reports to the Board
10. Approval of all policies and bylaws
11. A record of all delegations appearing before the Board
12. Adoption of the annual school calendar for schools operated by the County Superintendent of Schools

BOARD MINUTES AND RECORDINGS (continued)

Video or Audio Recording

A video or audio tape recording may be made at any Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

Recordings made during regular or special Board meetings are 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 recorder without charge. (Government Code 54953.5)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

PENAL CODE

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

GOVERNMENT CODE

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

MENDOCINO COUNTY BOARD OF EDUCATION

Bylaw adopted: September 16, 1991

Revised: August 10, 2009