

SHALER AREA SCHOOL DISTRICT

No: 006.2

SECTION: LOCAL BOARD PROCEDURES

TITLE: RECORDING BOARD MEETINGS

ADOPTED: APRIL 9, 2014

006.2. RECORDING BOARD MEETINGS

Section 1. Purpose

The Board recognizes the value of a tape/digital recording of its meetings to assist the Board Secretary in the preparation of the official minutes. The Board also recognizes that the Board approved minutes are the only official record of the meeting.

Therefore, it is the policy of the Board that tape/digital recordings of public Board meetings will be made by the Board Secretary as a supplemental source to assist the Board Secretary in transcribing the official minutes from his/her notes of the meeting.

It is the Board's intent to provide audio recorded Board meetings in their entirety. The Board, at its discretion, may, however, depart from that intent under certain circumstances:

a. The Board may discontinue the audio recording of a meeting at any time by majority vote of the quorum in attendance at that public meeting if audio recording becomes impractical due to equipment malfunction or operator unavailability, if the audio recording is creating any impediment to conducting the meeting in an orderly fashion, or during any portion of the meeting that would be subject to edit pursuant to subsection b., below.

b. The Board may have the audio recording of a meeting edited in order to avoid possible legal liability to the Board, the District or District employees. It is the intent of the Board that any edited recording will be described as edited.

i. The Board, acting upon advice of the Solicitor or other appropriate legal counsel, will determine which portions, if any, of audio recordings of public Board meetings will not be provided. Examples of the type of statements which would be subject to editing are abusive, obscene, disruptive, and potentially defamatory statements by those in attendance at the meeting.

ii. Any Board member, District employee or any other person who believes he/she has been defamed at a Board meeting should notify the Board President or Superintendent immediately to provide the Board the opportunity to consider the editing of the audio recording from that meeting.

These audio recordings will be kept by the Board Secretary for four (4) years from the date of recording. The Board Secretary shall permanently delete, physically destroy or erase the audio recordings after being held for four (4) years.

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Once adopted by the Board, the official written minutes shall be available for public review.

The audio recordings will also be accessible under the same legal citations and according to guidelines established by the Superintendent and Board to ensure security of the audio recordings and efficiency of access. Board Policy – Public Documents

Section 2. Guidelines

The Board Secretary shall record public Board meetings on audio tapes and/or digitally as an aid for transcribing the meeting minutes.

These audio recordings will be kept for four (4) years from the date of recording.

After four (4) years of storage, the audio recordings will be permanently deleted, erased or physically destroyed by the Board Secretary.

Audio recordings will be stored in a secured place in the business office.