

## **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.

### 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 Board Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of private meetings shall be filed in the Board Secretary's office in a place separate from the 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 regular minute book.

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

### Recording by the District

The District shall arrange for audio and video recordings of all meetings of the full Board in which the Board is to take formal action. This requirement does not extend to closed executive sessions, committees of the whole board, workshop conference sessions, nor meetings of board committees.

When the Board meets virtually during a declared public emergency, pursuant to the provisions of Board Policy 0170 – Virtual Board Meetings, a recording of the virtual meeting, including video, audio and public comments, to the extent such features have been made available by the virtual meeting platform vendor, shall be preserved on district servers.

As soon as practicable, all official audio and video recordings of Board meetings, whether conducted in person or through virtual mechanisms, shall be published on the district website.

All district-authorized recordings shall be preserved as a governmental record in accordance with the Open Public Records Act.

Recording by the Public

The Board will permit the use of audio or video recording devices by members of the public to record public meetings. The Board President or designee may use discretion to intervene if the use of audio or video devices is disruptive.

N.J.S.A. 10:4-14  
P.L.2020, Ch.11  
Board Policy 0170 – Virtual Board Meetings

Approved: February 1, 2000  
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