

*Adopted: 5/25/23*

*Revised: \_\_\_\_\_*

## **20 RECORDING OF BOARD MEETINGS**

### **I. PURPOSE**

The Board of the Goodhue County Education District believes that communication with the many varying constituencies that the cooperative serves is very important. Recording of board meetings is one of the methods of communication available to the Board of Education. Recording is intended to provide additional information to stakeholders while also increasing the cooperative's visibility in the community.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the Board of the Goodhue County Education District that its regular meetings be digitally recorded and made available online for the education and information of the stakeholders. The digital recording that is made available online on behalf of the cooperative is an informational medium only. The digital recording is not part of the official record of the Board proceedings.

The meetings shall be digitally recorded in their entirety. There shall be no editing of the actual Board meetings, other than to add titles or credits to a recorded session. If editing is desired or deemed to be in the public or cooperative interest, the edited version shall receive the approval of the Board prior to the broadcast of the edited version.

### **III. OFFICIAL RECORD**

The official record of the Board of the Goodhue County Education District, is the Board meeting minutes as recorded and submitted by the Clerk or designee of the Board for the approval of the Board at a subsequent public meeting. The digital recording and its contents are the property of the district.

### **IV. AVAILABILITY OF DIGITAL RECORDINGS**

Digital recordings of board meetings shall be available for public viewing on the cooperative's official video sharing service, which will be linked on [gced.k12.mn.us](https://gced.k12.mn.us), the cooperative's website.

The digital recording of a board meeting shall be posted for at least a period of time that encompasses the following four (4) regular board meetings. Beginning with the fifth board meeting after the digital recording was initially made, that recording may be available for use to record another meeting.

No copy of a digital recording may be made without the advance written permission of the cooperative.

An authorized copy of a digital recording shall be made only by an authorized Goodhue County Education District employee or designee. The cost of such recording shall be paid by a requesting person and the cost shall reflect first, the hourly rate for the employee or authorized person, second, the district's administrative cost, and third, the cost of materials used to make the recording. Payment shall be rendered before the recording is released.

## **V. MALFUNCTIONS AND OMISSIONS**

Digital recording and re-broadcasting processes are composed of and dependent upon human and mechanical interactions as well as supportive systems. The system that the cooperative uses has no backup or alternate power sources.

It is acknowledged that the audio equipment may record imperfectly. While every attempt is made to get a proper recording, speakers may not always speak directly into the microphones. In the event of a power failure, equipment malfunction, operator error, or the quality of the digital recording, the cooperative will not be responsible for recording the meeting.

## **VI. REBROADCAST**

No meeting may be digitally recorded more than twice without the advanced written approval of the Board. Any recording other than the master digital recording, owned by the cooperative, must be reused or destroyed immediately following the final digital recording as described above.