

ADMINISTRATIVE

***Minutes and Agendas of the Special Education Local
Plan Area Governing Meetings***

Adopted: 4/2/2022

First Reading: 4/2/2022

Revised:

Agendas

A list of items that will constitute the agenda for all regular meetings of the SELPA Governing Board shall be posted at the Administrative Unit's office at a place where the community and staff may view the same for 72 hours prior to the time of the meeting. In the case of a special meeting, the agenda shall be posted at least 24 hours prior to the special meeting.

Purpose of Minutes

The SELPA Governing Board recognizes that maintaining accurate minutes of its meetings provides an official record of Board actions, supports transparency, and fosters public trust in SELPA governance.

Responsibility for Minutes

The SELPA Staff shall prepare and maintain minutes of all regular and special meetings and shall ensure that all official actions of the Board are accurately recorded.

Public Record Status

Minutes of SELPA Governing Board meetings are public records and shall be made available to the public upon request in accordance with applicable law.

Required Content of Minutes

The minutes shall include, but not be limited to:

- The names of Board members present, and notation of any member's late arrival or early departure
- A brief summary of discussion sufficient to reflect Board consideration of agenda items, without recording verbatim discussion or attributing comments to individual Board members
- The exact language of each motion
- The names of the Board members who made and seconded each motion
- The action taken on each motion and the vote or abstention of each member present
- The names of individuals who speak during public comment and the topics addressed

Approval and Distribution of Minutes

Draft minutes of each meeting shall be distributed to Board members with the agenda for the next regular meeting. The Board shall approve the minutes as presented or with amendments.

Record Retention and Security

Official minutes and any recordings of SELPA Governing Board meetings shall be stored in a secure location and retained in accordance with applicable records-retention laws and regulations.

Closed Session Records

Minutes or recordings of closed sessions shall be maintained separately from records of open meetings. Closed session minutes and recordings are confidential and are not public records, except as provided by law.

Recording or Broadcasting of Meetings

The SELPA may audio-record, video-record, or broadcast open meetings of the Governing Board. When a meeting is recorded or broadcast at the direction of the Board, the Board Chair shall announce the recording or broadcasting at the beginning of the meeting, and recording equipment shall be placed in plain view when practicable. Recordings made at the direction of the Board are public records and shall be made available for inspection by members of the public on SELPA equipment without charge. Such recordings may be erased or destroyed 30 days after the meeting, unless otherwise required by law.

References: 20 U.S.C. §§ 1412(a), 1413(a)(1)
Education Code §§ 35145, 35163, 35164, 56195.7, 56205(a)(12)
Government Code §§ 54952.2, 54953, 54953.5, 54957.2, 54960
Penal Code § 632
5 CCR §§ 16020–16027