



TUCSON UNIFIED SCHOOL DISTRICT

MEETING July 24, 2018
OF:

TITLE: Minutes Taking Policy - Requested by Board Member Rachael Sedgwick

ITEM #: 28

Information:

Study: X

Action: X

PURPOSE:

To adopt a minutes taking policy; to provide Board Office Staff Members with direction via official policy about what information to include in the Board minutes.

DESCRIPTION AND JUSTIFICATION:

A.R.S. 38-431.01 provides the instructions for how public meeting minutes are to be taken. It says, in pertinent part:

B. All public bodies shall provide for the taking of written minutes or a recording of all their meetings, including executive sessions. For meetings other than executive sessions, such minutes or recording shall include, but not be limited to:

1. The date, time and place of the meeting.
2. The [names of] members of the public body recorded as either present or absent.
3. A general description of the matters considered.
4. An accurate description of all legal actions proposed, discussed or taken, [or, in other words, an accurate description of all motions made] and the names of members who propose each motion. The minutes shall also include the names of the persons, as given, making statements or presenting material to the public body and a reference to the legal action about which they made statements or presented material.

...

E. A public body of a city or town with a population of more than two thousand five hundred persons shall:

1. Within three working days after a meeting, except for subcommittees and advisory committees, post on its website, if applicable, either:

- (a) A statement describing the legal actions taken by the public body of the city or town during the meeting.
- (b) Any recordings of the meeting.

TUSD provides a video and audio recording of each meeting, along with an official minutes document. The law requires only one of those records. The extra information is helpful to our community, and it suggests a high level of transparency regarding Board meetings. However, Board Office Staff Members experience many demands on their time, and TUSD does not have the resources to act in any but the most efficient manner, in every regard. As such,

the Board should adopt a new policy to eliminate extra work for our Board Office Staff Members and also provide accurate information to the community.

The policy should require that Board Office Staff Members have only to record: the date, time, and place of the meeting; the names of members of the Board as either present or absent; a general description of the matters considered (the title of agenda items); an accurate description of all motions made, the names of members who propose each motion; the names of the persons, as given, making statements or presenting material to the Board; a reference to the legal action (motion or agenda item) about which they made statements or presented material; and a minute marker. The minute marker directs community members to a specific spot in the audio or video recording. Community members that want to know the details of what was said can thus go directly to the source and watch or listen to a recording first-hand without having to search for the discussion in question or watch or listen to the entire meeting,

BOARD POLICY CONSIDERATIONS:

Policy: BGA

LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

_____	District Budget
_____	State/Federal Funds
_____	Other
<u>Budget Cost</u>	<u>Budget Code</u>

Budget Certification (for use by Office of Financial Services only):

Date _____

I certify that funds for this expenditure in the amount of \$ _____ are available and may be:

Authorized from current year budget _____

Authorized with School Board approval _____

Code: _____ Fund: _____

INITIATOR(S):

Rachael Sedgwick, Governing Board Member	7-19-18
Name	Title
	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:
Click to download
No Attachments Available

