

## VIDEO AND AUDIO TAPING OF BOARD OF EDUCATION MEETINGS

### 0168.1 VIDEO AND AUDIO TAPING OF BOARD OF EDUCATION MEETINGS

#### Live Broadcasting and Taping of School Board Meetings

The Board has authorized the live streaming of all public meetings over the available district website and the district social media site.

The members of the Englewood Board of Education recognize that current law requires it to allow audio taping and videotaping of Board of Education meetings, but that the law also permits the Board to formulate reasonable guidelines for such taping so as to minimize intrusiveness, preserve confidentiality where required, and maintain the dignity of the Board's meetings. Therefore, the attached regulations shall be followed in the event any attendees (including residents, media, and any other persons) wish to record the Board's meetings or any part thereof.

#### Live TV/Video Recording by The Board

The Board of Education has authorized live and recorded video of all public meetings and establishes the following parameters for the recording and broadcast of such meetings:

1. All public meetings will be filmed by professionals or trained volunteers and broadcast live on the district website and the district social media site.
2. A copy of the video tape will be kept on file in the central office and on the district website for the duration of the school year. Video recordings of the public meetings will not be the official public record/minutes of Board of Education meetings.
3. The audience is not to be photographed unless an individual is recognized. The individual filming the meeting is prohibited from "panning" the audience or filming any individuals who call out during the meeting, disrupt meetings or approach the lectern without being recognized by the Board of Education and requested to approach.
4. All Board-directed recording for the purpose of live streaming and video recording is to cease at 11:00 p.m. even if the meeting is still in session.
5. Basic tenets of journalism are to be adhered to; that is, Board members are to be covered fairly, with equal time spent on each person. No one person is to monopolize camera time. If there is a long speech, the audio



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recording will continue, if the speaker has been recognized, but the camera will not remain on the speaker the entire time that he/she is speaking.

### Recording by The Public

1. The Board will permit the recording of the proceedings of a public meeting of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting or distract Board members or other observers present at the meeting. Those meetings or portions of meetings which are permitted by law to be closed to the public shall not be audio or video recorded.
2. The Board will permit the use of a still or movie camera, or video camera only when written notice of such intended use has been given to the Board Secretary two days in advance of the meeting. No more than one movie or video camera may be in use by the public at any time, and permission will be given on a first-come, first-served basis. The President of the Board reserves the right to permit more than one camera at any one time, provided the equipment does not interfere with the orderly function of the Board. Cameras (video or movie) must be operated in an inconspicuous location in the meeting room, subject to Board approval. No additional lighting shall be permitted.
3. The presiding officer shall determine when any recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed.
4. Any audio or video record of a Board meeting that is made available to persons other than the maker of the record must be open to inspection by the Board and may be copied by the Board at the Board's expense.
5. Any parent(s) or legal guardian(s) who wishes to discuss a personal matter pertaining to a pupil who resides, or attends school, in the district may request, at a Board meeting, that the Board temporarily suspend all video and/or audio recording of the meeting for the period during which such personal matter is discussed. The Board may grant the parent(s)' or legal guardian(s)' request if it finds that video and/or audio recording of such discussion might be embarrassing or in violation of the pupil's privacy rights. The Board may make general inquiry regarding the nature of the



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- personal matter in order to determine whether such recording should be temporarily suspended.
6. The Board shall bear absolutely no liability for any damaged, lost or stolen recording equipment or for any damage or injury caused by any person recording Board proceedings. All persons recording Board proceedings shall hold the Board harmless from and indemnify the Board against all damage, injury, and all other claims, whether to themselves or others, arising out of the recording of any Board proceeding.

**In the current COVID-19 crisis, many of our members and the board need to run important meetings using Zoom or similar technology. Here's how to make it as optimal an experience for everyone as possible.**

1. As per usual, **send all Board the agenda in advance.**
2. In advance of the meeting, **send the Zoom weblink, meeting ID** (either can be used to enter the meeting) **and phone numbers** (these are all provided when you set the meeting up in the Zoom app). Passwords are now mandatory for Zoom meetings, when using the meeting ID to enter. Also send a note to participants saying:
  - *If possible, please join by computer and have your video on – it helps if we can see each other.*
  - *Please mute yourself when not talking, to minimize background noise.*
  - *Have the meeting documents open to refer to, if necessary.*
  - *Have the 'chat' window open, to use for brief comments/questions.*
  - *The 'gallery view' function (top right-hand corner of the screen) is the best option for seeing everyone on the call (unless the numbers get very big in which case 'speaker view' is best).*
3. **Allow an extra few minutes after the start time** for people to get logged in, adjust their audio etc.
4. **Note down a list of participants** as people arrive at the start of the meeting. If there are points in the meeting where everyone will be invited to speak, use your list to call on them by name, to avoid them speaking over each other.
5. If you will be **recording the meeting**, inform all participants in advance.
6. As per usual, **the rules of good governance apply.** Take minutes, recording any decisions, noting the names of Directors and others present and stating that the meeting was held virtually.



# POLICY

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N.J.S.A. 10:4-14

Adopted:

