

POLICY: 203.7
ADOPTED: 2/7/94
REVIEWED: 6/6/94
REVISED: 04/02/01
EFFECTIVE: 07/01/01
REVISED: 08/01/05
REVISED: 09/22/08
REVIEWED: 11/28/11

INDEPENDENT SCHOOL DISTRICT 199
Inver Grove Heights Community Schools
2990 80th Street East
Inver Grove Heights, Minnesota

CABLECASTING INVER GROVE HEIGHTS SCHOOL BOARD MEETINGS

I. Purpose

The Board of Education of Independent School District 199 of Inver Grove Heights believes that communications with the many varying constituencies that the school district serves is very important. Cablecasting of school board meetings is one of the methods of communication available to the Board of Education. Cablecasting is intended to provide additional information to the community's citizens while also increasing the school district's visibility in the community.

II. General Statement of Policy

It shall be the policy of the Board of Education of Independent School District 199 of Inver Grove Heights that its regular meetings be video-taped and cablecast for the education and information of the community's citizenry. The videotape that is cablecast on behalf of the school district is an informational medium only. The videotape is not part of the official record of the School Board's proceedings.

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

III. Official Record

The official record of the Board of Education of Independent School District 199 of Inver Grove Heights, Minnesota, is the School Board meeting minutes as recorded and submitted by the Clerk of the School Board for the approval of the Board of Education at a subsequent public meeting. The videotape and its contents are the property of the school district.

IV. Availability of Video Tape

Videotapes of school board meetings shall be available for public viewing during normal work hours and shall be viewed only in the presence of an authorized school district employee.

The videotape of a school board meeting shall be retained for a period of time that encompasses the following four (4) regular school board meetings. Beginning with the fifth school board meeting after the videotape was initially made, that video tape shall be available for use to videotape another meeting.

A specific videotape of a school board meeting may be maintained for a longer period of time as specified by a resolution of the Board of Education.

No copy of a videotape may be made without the advance written permission of the school district.

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

V. Malfunctions and Omissions

Cablecasting and re-broadcasting processes are comprised of and dependent upon human and mechanical interactions and as well as supportive systems. The system that the School District uses has no backup or alternate power sources.

It is acknowledged that the audio equipment may record imperfectly. Speakers may not speak directly into microphones and, since it is not possible to monitor voice transmission, it will not be known whether or not the voice recording has captured the speaker's words.

In the event of a power failure, equipment malfunction, operator error, or the quality of the videotape, the school district will not be responsible for videotaping the meeting.

VI. Rebroadcast

No meeting may be cablecast more than twice without the advanced written approval of the Board of Education. Any videotape other than the master videotape, owned by the school district used to cablecast a meeting, shall be reused or destroyed immediately following the final cablecast as described above.