

BOARD POLICY

Board Meeting Recording and Online Publication

Pratt USD 382 Board of Education

Policy Code: BCBHA

Adopted: 10-12-2026

Purpose

The Board of Education supports open government and public understanding of district business. To expand access for patrons who cannot attend in person, the district shall record and publish the open portions of covered Board meetings in accordance with this policy and applicable law.

Meetings Covered

The district shall record the open portions of regular Board meetings, special Board meetings, and Board work sessions. The superintendent or designee shall document any occasion when extraordinary circumstances or an unavoidable technical failure prevent a complete recording.

Recording and online publication supplement, but do not replace, open public access, (K.S. A 75-4318) and any notice or other obligations imposed by the Kansas Open Meetings Act.

Recording and Publication

Meetings shall not be livestreamed. The district shall publish each recording through a district-approved online platform, such as YouTube, as soon as practical and ordinarily no later than two days after the meeting.

The district shall link recordings from its official website when practicable. Public comments, live chat, or similar interactive features on the publishing platform shall be disabled. Publication through an online platform does not create an additional public-comment forum.

A published recording shall remain published online until the Board approves the written minutes for that meeting, ordinarily at the next regularly scheduled Board meeting. The district shall remove the recording from public access within two days after the minutes are approved. If approval of the minutes is postponed, the recording shall remain publicly available until two days after the minutes are approved.

Routine removal under this publication schedule is not an alteration of the meeting record. The district shall retain or dispose of the source file in accordance with its approved records-retention schedule and any applicable litigation, investigation, records-request, or other legal hold. Removal from the public platform does not authorize destruction of a source file that must otherwise be retained.

Official Record

The official written record of proceedings of the Board of Education shall be the minutes maintained by the Board Clerk in accordance with K.S.A. 72-1135. A video recording and any automatically generated captions or transcript are supplemental public-access records and shall not be represented as official minutes or an official transcript.

Executive Sessions and Recesses

Executive sessions shall not be recorded. After the Board adopts a lawful motion to recess into executive session, the recording may display a holding screen or show the empty Board meeting area. The operator shall disable and verify all audio sources and any local recording tracks before the executive session begins. Recording shall resume only after the Board reconvenes in open session.

A holding screen will state that the Board is in executive session. No confidential executive-session discussion shall be transmitted or preserved in the public or source recording.

Public Comment

The standing public-comment portion of the agenda shall be recorded and published as part of the open meeting. Notice that voices and, depending on camera placement, images may be recorded and published shall be provided on the agenda or meeting webpage and at the meeting location. The Board president or presiding officer should also announce the recording at the beginning of the meeting.

The camera should remain directed toward the Board, with the speaker's voice included in the recording. The presiding officer may stop or redirect comments that disclose or appear likely to disclose confidential student, employee, medical, legal, or other protected information, consistent with the Board's public-comment policy.

When a public comment raises a matter that may lawfully be discussed in executive session, the Board may later recess into executive session only after adopting a motion that satisfies the Kansas Open Meetings Act. A commenter does not automatically attend an executive session; attendance shall be limited to persons whose participation the Board determines is appropriate and lawful.

Privacy and Confidential Information

Board members, employees, presenters, and speakers should avoid identifying individual students or disclosing confidential student records, protected personnel information, privileged legal communications, negotiation information, security information, or other information protected by law.

The superintendent or designee shall provide reasonable pre-meeting review of agendas, public packets, presentations, and display materials to reduce the risk of inadvertent disclosure. Confidential materials shall not be displayed through the public presentation or recording system.

Accessibility and Captions

Closed captions shall be enabled for published recordings to support accessibility. The district may use platform-generated automatic captions and shall provide a reasonable method for reporting material caption errors. The district should correct identified errors that materially affect names, motions, dollar amounts, vote results, educational terminology, or the meaning of the discussion.

The following notice, or substantially similar language, shall accompany each recording: "Closed captions are provided for accessibility and may be generated or assisted by automated technology. Captions may contain errors and do not constitute official minutes or an official transcript. Approved written minutes remain the official record of Board action."

Editing, Correction, and Removal

Recordings shall not be edited to change, shorten, or improve the substance of Board discussion. Limited editing may be used only to remove nonmeeting material captured before the call to order or after adjournment, recess dead time, executive-session material, copyrighted material the district is not authorized to publish, or information that the superintendent and district counsel determine should not lawfully remain public.

Any material edit, restriction, replacement, or removal shall be documented. When appropriate, the published video or meeting webpage shall contain a neutral notice describing the affected portion without repeating protected information. An unaltered source copy shall be preserved when required by the retention schedule, a legal hold, or advice of counsel.

Routine removal from public access under the publication schedule in this policy is not a material removal requiring legal review, but the removal date shall be documented.

The superintendent or designee may temporarily restrict access to a recording when confidential information, executive-session audio, a legal concern, or a significant privacy issue may have been captured. The district shall consult counsel as appropriate before editing, restoring, releasing, or permanently removing the recording prior to its designated removal date.

Technical Failure

A recording or publishing failure does not, by itself, invalidate a meeting that otherwise complies with law. The district shall publish any usable portion when appropriate and provide a factual notice identifying the unavailable or affected portion. Approved written minutes remain the official record.

Account Ownership and Security

All recording files, publishing accounts, channel names, and credentials shall be owned or controlled by the district. The district shall use role-based access, multifactor authentication, at least two authorized account administrators, and a process for removing access when responsibilities change. District accounts shall not depend upon an employee's personal account.

Administrative Procedures

The superintendent shall maintain written administrative procedures implementing this policy. Procedures shall address assigned personnel and backups; pre-meeting review; recording start and stop points; executive-session transitions; quality review; posting; captions; public notices; incident response; retention; accessibility requests; and periodic review of the program.

Legal Compliance

This policy shall be administered consistently with the Kansas Open Meetings Act, the Kansas Open Records Act, the Family Educational Rights and Privacy Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, applicable records-retention requirements, and other controlling law. If this policy conflicts with controlling law, the law shall govern.