

Greene County School District
Board Meeting Video Recording Guidelines
(Procedures identifying district practice only)

This document is not to be construed as guidance for media agencies practices during videotaping of board meetings and only applies to recording by district level staff.

- The current practice will entail recording the monthly called board meetings that occur in the Central Office Board Room and at the Greene Technology Center Joint Board Meeting Room.
- The equipment used to record will permit live streaming and access to recorded meetings available as web links from the district website (www.greenek12.org).
- If user demand for the live stream interrupts the recording process then the live stream will be stopped to ensure a usable recording is achieved. That recording will then be available on a delayed basis as soon as the link is posted on the district website.
- The intent is to record the meeting 'as is' with minimal camera movement except in cases to focus on a given speaker, otherwise the primary camera view will be of the entire board.
- Any district staff members responsible for recording are not permitted to edit the recorded content in any digital format. They may rename the video for classification purposes and archiving capability.
- At this time the district does not have the ability to provide in a DVD format for local broadcasting. If and when this does become available and the broadcast provider grants permission to use video content, they may broadcast the content but permission is not granted to the provider to edit the content as well.
- All existing resources will be used to provide high quality audio and video so the participants can be heard clearly by the audience. If at any time the existing resources are deficient, a proposal will be brought to the board to address those deficiencies at which time the board will vote to address the deficiency or suspend recordings until such deficiencies are addressed.
- Any recordings will be kept for up to 3 years for documentation purposes.