

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 8.35

RECORDING OF MEETINGS

PURPOSE:

This policy outlines the expectations of the Board when an individual, guardian, or parent determines to record a meeting.

POLICY:

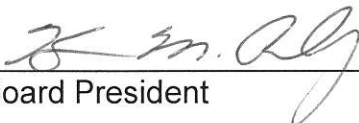
The Trumbull County Board of Developmental Disabilities and Fairhaven School follow federal and state guidelines regarding an individual's enrollment in services or students' rights to special education services. To ensure each individual or students' rights are protected, individuals, guardians, and/or parents are invited and encouraged to participate in all Individuals Service Plan (ISP), Individual Educational Plan (IEP), or Individual Family Service Plan (IFSP) meetings to address the habilitation or educational services provided. Often these discussions take place during meetings and/or phone conversations with employees of the Board.

Board employees shall not, absent prior express approval from their supervisor, record a meeting or conversation with an individual, parent or guardian of an individual.

If an individual, guardian, or parent should decide to record a meeting or conversation Board employees participating in the meeting or conversation shall strive to satisfy the following requirements:

1. The individual, parent(s), or guardian will be asked to provide notification of recordings to ensure other parties are aware of being recorded.
2. The individual, parent(s), or guardian will be requested to notify the program director or supervisor, at a minimum, twenty four (24) hours in advance of the meeting or conversation.
3. When a Board employee is aware a recording is being made, the Board employee shall inform other participants in the meeting or conversation of that fact.
4. A form will need to be completed acknowledging each person attending the meeting has been informed the meeting will be recorded.

Board employees may not refuse to participate in a meeting or conversation due to the fact that an individual, parent or guardian of an individual determines to record the meeting or conversation.


Board President


Superintendent

Adopted: 5/21/2018

Applicability:
Board Policy Manual

Reference:
ORC §2933.52