

Ashland School District 5

Code: **BDDG**
Adopted: 5/23/02
Readopted: 5/08/17
Orig. Code(s): BDDG

Minutes of Board Meetings

The Board secretary will assuming responsibility for minute taking at Board meetings. Minutes of meetings shall be prepared within a reasonable time period after the meeting and distributed to the Board.

The minutes of every meeting shall include at least the following:

1. When and where the meeting was held;
2. All Board members who where present;
3. All motions, proposals, resolutions, orders, and measures proposed and their disposition;
4. The results of all votes and the vote of each member by name;
5. The substance of any discussion on any matter;
6. Any other information required by law.

Oregon law requires official minutes of Board meetings to be recorded and retained by the district clerk and to be available to the public. The public and patrons of the district may receive, upon request, copies of unapproved minutes at the administration office. Such minutes will be marked “unofficial.” Board minutes become official once they are approved by the Board and signed by the clerk and Board chair. Minutes are then bound in journals and filed in the district office. These journals constitute the district’s permanent record of Board action. They are open to public inspection and are considered legal documents in a court of law.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon’s Public Meetings Law. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under ORS 192.660, the material may be withheld from disclosure.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student’s confidential medical records and that student’s educational program; the discussion; and each Board member’s vote on the issue.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.710](#)

[ORS 332.061](#)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).