

Central Point School District 6

Code: **BDDG**
Adopted: 8/28/01
Readopted: 6/25/13
Orig. Code(s): BDDG/BDDK

Minutes of Board Meetings

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to the following information:

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

Minutes of executive sessions will be kept in accordance with the requirements of ORS 192.650.

Minutes must be available to the public within a reasonable time. The public may receive, upon request copies of minutes before approval by the Board. Minutes need not be approved by the Board prior to being available to the public. In this case, minutes should be labeled draft, unapproved or preliminary to show they have not been approved.

The district will maintain and make available to staff and other interested patrons an updated copy of the meeting minutes.

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 educational program if related to a medical condition; the discussion; and each school Board member's vote on the issue.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

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