

# Coos Bay School District 9

Code: **BDDG**  
Adopted: 3/04/02  
Readopted: 11/02/09  
Orig. Code(s): BDDG/BDDK

## Minutes of Board Meetings

Minutes of the Board are a public record. In accordance with the provisions of the “Public Meetings Law,” the Board shall provide for the taking of written minutes of all its meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants.

All minutes shall be available to the public within a reasonable time after the meeting. Copies of minutes may be purchased by patrons at a cost of five cents per page. Minutes shall include at least the following information:

1. All members of the Board present.
2. All motions, proposals, resolutions, orders and measures proposed and their disposition.
3. The results of all votes, including the record of minority votes.
4. The substance of any discussion on any matter.
5. Any other information required by law.

Minutes of executive sessions shall be limited to materials that are consistent with provisions of the “Public Meetings Law” or Board policy which is based on statute.

The minutes of an executive session held under law (expulsion of a minor student from public school) will exclude the following: the name of the minor student; the issue; the discussion; and each school Board member’s vote on the issue.

END OF POLICY

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### Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

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