

Corbett School District 39

Code: **BDDG**

Adopted: 6/18/87

Revised/Readopted: 10/16/97, 5/20/99, 2/21/07

Orig. Code(s): BDDG/BDDK

Minutes of Board Meetings

The Board secretary will take written minutes of all meetings of the Board. The public and patrons of the district may receive copies of current drafted and approved minutes upon request at the administration office during regular business hours. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator. After the drafted minutes are approved by the Board, they will become the adopted Board minutes and the official record of the meeting. The written minutes will be a true reflection of the business conducted at the meeting. The minutes will include at least the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law;
6. Text of detailed information when transcribed from the meeting tape, may be attached to the official minutes at the request of the Board.

Minutes of executive sessions will be kept in accordance with the requirements of ORS 192.650. Executive session minutes will be prepared, marked confidential and mailed to only the Board, approved at the next meeting and then collected from the Board for shredding. A copy of the approved executive session minutes shall be on file in the district office and not available to the public unless so ordered by the court.

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.

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

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

Letter Opinion, Office of the Attorney General, #0905 (November 20, 1970).