

**Douglas County
School District 15**

Code: **BDDG**
Adopted: 10/08/03
Readopted: 8/18/14
Orig. Code(s): BDDG

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 official minutes shall be placed in a book and maintained and available to citizens for inspection in the district office. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders 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.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon Public Meetings Laws.

The public and patrons of the district may receive, upon request, copies of approved current minutes at the administration office. However, minutes need not be approved by the Board prior to being available to the public. Such minutes, however, will be clearly marked as draft minutes.

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

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).