

# Dufur School District 29

Code: **BDDG**  
Adopted: 9/03/96  
Readopted: 12/02/13  
Orig. Code(s): BDDG/BDDK

## Minutes of Board Meetings

A complete and accurate set of minutes of each and all Board meetings shall be kept to comply with all legal requirements. 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 Meeting Law. 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 Board member's vote on the issue.

The meeting record shall be kept on file and shall be open to public inspection during usual business hours to all persons having occasion to make examination of them for any lawful purpose. The superintendent may make reasonable rules necessary for the protection of the records and files and to prevent unnecessary interferences with the regular discharge of the duties of the staff.

A copy of the proceeding of each regular or special meeting as indicated by the minutes shall be sent or delivered to each Board member prior to the next regularly scheduled meeting or special Board meeting.

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).

### Cross Reference(s):

KA/KAA - District-Community Relations Goals and Objectives