

Minutes of Board Meetings

The Board secretary will make a digital recording of all Board meetings that will serve as the official minutes of all regular meetings and work sessions. Written minutes will be used when the Board is hearing and discussing a complaint against an employee; recording will not be allowed. The recorded 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 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.

All digitally recorded minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of recordings by contacting the superintendent's office. When minutes are recorded they are considered verbatim so Board approval is not required. A copy of the digital recording of each regular and special Board meeting will be distributed after such meeting to each Board member upon request.

Written 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 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 - 192.710](#)

[ORS 332.061](#)

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