

## Minutes of Board Meetings

The Board secretary will take written minutes of all meetings of the Board. The written minutes will be a true reflection of the matters discussed at the meeting and the views of participants. 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.

Minutes of executive sessions will be kept in accordance with the requirements of 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.

Minutes of the preceding meeting will be approved by the Board as the first action item of business of the next regular Board meeting. After the minutes have been approved, they will be signed by the chair and the superintendent and filed in a designated "minute book" to be kept in the administration office.

Patrons of the district may receive copies of current minutes upon request at the administration office during regular business hours. Minutes need not be approved by the Board prior to being available to the public. 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, administrator and budget committee member. Copies of corrected minutes will be similarly distributed.

Minutes of an executive session held under ORS 332.061 (expulsion of a minor student from public school) will exclude the following:

1. The name of the minor student;
2. The issue, including the student's confidential medical records and educational program;
3. The discussion; and
4. Each 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 Attorney General, #0905 (November 20, 1970).