

Jefferson School District 14J

Code: **BDDG**
Adopted: 7/9/01
Readopted: 9/10/07
Orig. Code(s): 1450

Minutes of Board Meetings

All meetings of the Board shall be reported in written minutes showing the name of each member present, each motion and its resolution, the results of all voting, and otherwise setting forth a reasonable summary of the discussion on any subject. The record of an executive session shall be maintained, but may exclude the discussion of matters that were the basis for the call to that meeting.

It is not necessary to have a verbatim record of Board meetings, but all minutes shall be subject to review and formal approval at a subsequent meeting.

An exact record of all approved minutes and other records of the district shall be on file and the district office.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of approved current minutes at the district office. 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 and administrator.

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.

The Board shall officially designate the person to be custodian of the district records, usually the district administrator.

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).