

**Lake Oswego  
School District 7J**

Code: **BDDG**  
Adopted: 1/14/99  
Readopted: 6/08/09; 10/06/14  
Orig. Code(s): 1330

**Minutes of Board Meetings**

Written minutes shall be taken of all Board meetings. Such minutes shall include all members of the Board who were present; give a true reflection of the matters discussed at the meeting and the views of the participants, as well as a record of all motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition; the results of all votes and the vote of each member by name; and any other information required by ORS 192.650.

All minutes shall be available to the public within a reasonable time after the meeting and shall be available for inspection in the superintendent's office during regular office hours.

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

In order to keep the staff and public fully informed of its deliberations and actions, the Board instructs the superintendent to establish procedures for prompt reporting of information about decisions made at Board meetings. Such procedures may include releases to the press and brief summaries of Board meeting actions prepared for distribution to staff members and parents.

END OF POLICY

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**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/City of Lake Oswego Statement of Policy