

Lowell School District 71

Code: **BDDG**
Adopted: 5/14/90
Readopted: 3/17/14
Orig. Code(s): BDDG/BDDK

Minutes of Board Meetings

The deputy clerk 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 the 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;
4. The substance of any discussion on any matter;
5. Any other information required by law.

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 administration 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.

The district will maintain and make available to staff and other interested patrons an updated copy of the meeting minutes. The public and patrons of the district may receive copies of current approved minutes upon request at the superintendent's office during regular business hours.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. 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.

The minutes of an executive session which deals with the expulsion of a minor student will exclude the following:

1. The name of the minor student;
2. The issue, including a student's confidential medical records and the student's educational program;
3. The discussion and each Board member's vote on the issue.

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).