

Malheur Education Service District

Code: **BDDG**
Adopted: 8/16/05
Readopted: 7/15/14
Orig. Code(s): BDDG

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, and the results of all voting. The record of an executive session shall be maintained separately and shall not be open to the public except as provided by law.

1. All minutes shall be subject to review and formal approval at a subsequent meeting, after which they become the official minutes.
2. A copy of the approved minutes and other records of the ESD shall be on file at the district office.
3. The minutes of each meeting shall be prepared by the superintendent or designee as soon as possible following each meeting.
4. Official minutes of all Board meetings shall be available for inspection by the public. Alternative forms of the minutes will be provided to qualified disabled persons upon request and with appropriate notice.
5. Any other information as required by law.

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 334.100](#)

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