

# Medford School District 549C

Code: **BDDG**  
Adopted: 12/04/79  
Readopted: 11/03/09

## Minutes of Board Meetings

The Board shall provide for the taking of written minutes of all its meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants.

All minutes shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

1. All members of the governing body present;
2. All motions, proposals, and resolutions and their disposition;
3. The results of all votes, and the vote of each member by name;
4. The substance of any discussion on matter;
5. A reference to any document discussed at the meeting (subject to ORS 192.410 - 192.500).

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.

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).