

Minutes of Board Meetings

School Boards and their committees must provide for the taking of written minutes at all their meetings. Neither a full transcript nor a recording of a meeting is required, but the written minutes must give a true reflection of the matters discussed at a meeting and the views of the participants. All tape recordings of Board meetings will be kept a minimum of five years. All minutes will be available to the public not later than 10 working days after the meeting, and should include at least the following information:

1. All members of the Board present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The substance of any discussion on any matters;
4. The results of all votes and the vote of each member by name. This means that each member's vote shall be recorded by name for each official action taken. Since the names of Board members in attendance appear in the opening section of official minutes, in the case of unanimous affirmative vote, the statement "unanimously approved" would suffice. Conversely, the names of members voting negatively or those abstaining on any item of business need to be recorded. The chairman must either vote or be recorded as abstaining if he/she does not vote.

A copy of the proceedings of each regular or special meeting as indicated by the minutes shall be sent or delivered to each Board member prior to the next regularly scheduled monthly meeting.

In the case of executive sessions, the minutes shall be limited in nature so as not to disclose matters which, by law, are exempt from public disclosure. It is sufficient for executive sessions to read that an executive session was held and a record of why it was called.

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 332.061](#)

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