

North Santiam School District

Code: **BDDG**
Adopted: 7/01/96
Readopted: 7/17/97; 6/15/17
Orig. Code(s): BDDG/BDDK

Minutes of Board Meetings

School Boards and their Board appointed committees must provide for the taking of written minutes at all meetings. The written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants.

All minutes should include at least the following information:

1. All members present;
2. All motions, proposals, resolutions, orders proposed and their disposition;
3. The substance of any discussions on any matters;
4. The results of all votes and the vote of each member by name unless the vote was unanimous.

The public and patrons of the district may receive copies of minutes upon request at the administration office during regular business hours. 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 a hard copy¹ of the meeting minutes and make available to staff and other interested patrons.

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 Oregon Revised Statute (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

Legal Reference(s):

[ORS 192.610](#) to -192.710

[ORS 332.061](#)

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

¹Oregon Administrative Rule 166-400-0010(9)