

North Santiam School District

Code: **BDDG/BDDK**
Adopted: 7/01/96
Readopted: 7/17/97

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.

Minutes of executive sessions will be kept in accordance with the requirements of ORS 192.650.

The public and patrons of the district may receive copies of approved 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 and make available to staff and other interested patrons an updated copy of the minutes of the meetings.

The minutes of an executive session held under law (expulsion of a minor student from public school) will exclude the following: the name of the minor student; the issue; 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).