

Ontario School District 8

Code: **BDDG/BDDK**
Adopted: 06/15/95
Readopted: 8/18/10
Orig. Code(s): BDDG/BDDK

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. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders, and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. A reference to any document discussed at the meeting;
6. Any other information required by law.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon Public Meetings Laws.

The public and patrons of the district may receive, upon request, copies of approved minutes at the administration office. However, draft copies of minutes may be available to the public prior to being approved by the Board. 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 meeting minutes on the district web site.

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 educational program if related to a medical condition; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)
[ORS 332.061](#)

Letter Opinion, Office of the Attorney General, #0905 (November 20, 1970).