

Pendleton School District 16R

Code: **BDDG**
Adopted: 12/14/98
Readopted: 3/08/10
Orig. Code(s): BCDE

Minutes of Board Meetings

1. The Board secretary will take written minutes of all meetings of the Board. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include at least the following information:
 - a. All members of the Board who were present;
 - b. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
 - c. The results of all votes and the vote of each member by name;
 - d. The substance of any discussion on any matter;
 - e. Any other information required by law.
2. Minutes of executive sessions will be kept in accordance with the requirements of ORS 192.650.
3. The minutes of the preceding meeting will be approved by the Board as the first action item of business of the next regular board meeting. After the minutes have been approved, they will be signed by the chairman and the secretary, and filed in a designated "minute book" to be kept in the administration office.

The public and patrons of the district may receive copies of current 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 to each board member after the meeting. Copies of corrected minutes will be similarly distributed.

The district will maintain and make available to staff and other interested patrons an updated copy of the minutes of the regular and special board meetings. The district will also distribute copies of board meeting minutes to attendance units and the bargaining association presidents immediately after their approval by the Board.

4. The minutes of an executive session held under law ORS 332.061 (expulsion of a minor student from public school) will exclude the following: 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).