

Phoenix-Talent School District 4

Code: **BDDG**
Adopted: 8/06/81
Readopted: 5/21/09

Minutes

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.

All minutes shall be available to the public within a reasonable time after the meeting and shall include at least the following information:

1. All members of the governing body present;
2. Names of members of the public who spoke or submitted communications to the Board;
3. All motions, proposals, and resolutions and their disposition;
4. The results of all votes and the vote of each member by name;
5. The substance of any discussion on any matter;
6. A reference to any document discussed at the meeting (subject to limitations of the Public Records Law).

Minutes of Executive Session shall be limited in nature so as not to disclose matters that, by law, are exempt from public disclosure.

The Superintendent's Secretary shall act as Secretary to the Board.

Minutes shall be prepared and mailed to Board Members within fourteen (14) days following the meeting. Minutes shall be considered for approval at regular meetings.

Minutes which have been approved by the Board and signed by the Board Chairperson and Superintendent/Clerk shall be indexed, bound into journals, and filed in the District Office and shall be the official permanent record of Board action.

END OF POLICY

Legal Reference(s):

[ORS 192.410 - 192.500](#)