

Rainier School District 13

Code: **BDDG/BDDK**
Adopted: 7/01/89

Minutes of Board Meetings

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:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders, ordinances 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. Any other information required by law.

Minutes of executive sessions will be kept in accordance with the requirements of ORS 192.650. Any tape of recording a regular board meeting is for the purpose of providing background for the official written minutes. The tapes are erased after use.

The public and patrons of the district may receive copies of current minutes approved 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 ORS 332.061 will exclude the following:

1. The name of the minor student;
2. The issue;
3. The discussion;
4. Each school 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).