

Silver Falls School District 4J

Code: **BDDG**
Adopted: 1/12/98
Readopted: 3/13/17
Orig. Code(s): BDDG

Minutes of Board Meetings

The secretary of the Board shall attend all regular Board meetings unless excused by the Board or superintendent, and shall be responsible for full and accurate records of the proceedings of the Board. Records of all transactions shall be set forth in full, printed, bound and kept on permanent file as the official record of the district.

The minutes shall include at least the following:

1. Members 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 all matters of importance;
5. Supporting statements, documents and papers of substance to issues addressed.

Distribution of Minutes

All minutes shall be available to the public within a reasonable time after the meeting. The public and patrons of the district may receive, upon request, copies of minutes from the district office. 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 a hard copy¹ of the meeting minutes and make them available to staff and other interested patrons.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

¹Oregon Administrative Rule 166-400-0010(9)

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 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 to -192.710](#)

[ORS 332.061](#)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).