

Minutes of Board Meetings

The superintendent's secretary or designee 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 Oregon's Public Meetings Law. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under ORS 192.660, the material may be withheld from disclosure.

The minutes of the preceding meeting will be approved by the Board at its next regular Board meeting or soon thereafter. After the minutes have been approved, they will be signed by the chair and filed in a designated "minutes 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. Minutes need not be approved by the Board prior to being available to the public. 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, administrator and budget committee member. 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 meetings.

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).

Cross Reference(s):

KA/KAA - District-Community Relations Goals and Objectives