

Springfield School District 19

Code: **BDDG**
Adopted: 8/13/01
Readopted: 1/08/07
Orig. Code(s): BDDG

Minutes of Board Meetings

The official minutes of the Board shall be taken by the superintendent/clerk or designee. The minutes shall include the members of the Board present; all motions, proposals, resolutions, orders and measures taken at the meeting; the results of all votes and the vote of each Board member by name; the substance of any discussion on any matter; and any other information required by law. The minutes shall be distributed to the Board prior to the next meeting of the Board. They shall be subject to change, correction, amendment or approval by majority vote of the Board at the first meeting following their distribution. After approval by the Board, the minutes shall be processed and entered into the official minute book of the district where they shall be signed by the chair and the district clerk.

All Board meetings may be electronically recorded as an aid to the production of the official written minutes. Electronic recordings will not be considered official district records.

In the absence of the superintendent/clerk, or his/her designee, the chair shall appoint a person as secretary pro tem to take the minutes of the meeting.

In addition to the distribution of the minutes to the Board, copies shall be sent to school principals, cabinet, legal counsel, and auditor. Copies shall also be sent to the presidents of the bargaining units of the licensed and classified employees, and to the president of the Parent-Teacher Council.

Minutes of Board meetings shall be available for public inspection at the district administration building. Minutes of executive sessions will be kept under Oregon Public Records Law. If disclosure of executive session material would be inconsistent with the purpose for which the executive session was held under ORS 192.660, the material may be withheld from disclosure or sent in redacted form.

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).