

## Minutes of Board Meetings

The Board secretary will take written minutes of all meetings of the Board. After the published minutes are approved by the Board, they will become the public document, and tapes will not be preserved. 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 but not be limited to 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;
6. Text of detailed information transcribed from the meeting tape, may be attached to the official minutes at the request of a Board member.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public meeting 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.

All minutes shall be available to the public within a reasonable time. 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.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public:

1. The name of the minor student;
2. The issue, including a student's confidential medical records and that student's educational program;
3. The discussion; and
4. Each Board member's vote on the issue.

The district will maintain and make available to staff and other interested patrons an updated copy of the minutes of the meetings.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.610 to -192.710](#)

[ORS 332.061](#)

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