

**Winston-Dillard
School District 116**

Code: **BDDG**
Adopted: 7/10/02
Readopted: 3/16/11
Orig. Code(s): BDDG

Minutes of Board Meetings

The Board secretary shall take written minutes of all meetings of the Board. The written minutes shall be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes shall 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 shall be kept in accordance with the requirements of ORS 192.650. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the 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 approved minutes upon request. They are available at the administration office during regular business hours. However, 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 shall be distributed with the agenda for the next meeting to each Board member and administrators.

The district shall maintain and make available to staff and other interested patrons an updated copy of the minutes of the meetings. Once approved, Board minutes constitute the official, permanent records of the district.

The minutes of an executive session held pursuant to ORS 332.061 (expulsion of a minor student from public school) shall contain only the material not excluded under ORS 332.061 (2). 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 - 192.710](#)

[ORS 332.061](#)

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