

Minutes of Board Meetings

The Board secretary will take written minutes of all meetings of the Board. The minutes will be a true reflection of the matters discussed at the meeting and the views of the participants.

Minutes will include:

- a. All members of the Board who were present.
- b. All motions, proposals, resolutions, orders, and measures proposed and their disposition.
- c. The results of all votes.
- d. The substance of any discussion on any matter.
- e. Other information required by law.

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 superintendent. Board approved minutes will be posted on the District's website for public viewing.

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.

For an executive session dealing with a student expulsion under ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal References:

ORS 192.610-192.710

ORS 332.061

House Bill 2514 (2019)

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

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