

REEDSPORT SCHOOL DISTRICT

POLICY: MINUTES OF BOARD MEETINGS

CODE: BDDG

The Board secretary 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:

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

Minutes of executive sessions will be kept in accordance with the requirements of ORS 192.650.

The public and patrons of the district may receive copies of current minutes approved upon request at the administration office. 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.

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

The minutes of an executive session held under law will exclude the following: 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 school Board member's vote on the issue.

END OF POLICY

Legal References: ORS 192.610 - 192.710 [Public Meetings Law]
 ORS 192.650
 ORS 332.061
 ORS 332.065

Adoption: 7/11/90
Revised:
Policy11/BDDG
ck/8/11/98