

Banks School District 13

Code: **BDDG**
Adopted: 9/9/96
Readopted: 7/10/00
Orig. Code(s): BDDG

Minutes of Board Meetings

The secretary shall keep complete records of meetings of the Board. These minutes shall include:

1. A record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes;
2. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date;
3. A record of the disposition of all matters on which the Board considered, but did not take action;
4. A record of contributors to the meeting.

The format and style of the minutes shall follow the pattern of the agenda for the meeting. Each item of business should be numbered for easy reference.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of approved current minutes at the administration office. 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 will be distributed after such meeting to each Board member and administrator. The minutes shall become permanent records of the Board and shall be in the custody of the superintendent's secretary.

If an executive session is held pursuant to ORS 332.061, 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 Attorney General, #0905 (November 20, 1970).