

Astoria School District 1C

Code: **BDDG**
Adopted: 2/8/90
Revised/Readopted: 8/14/03
Orig. Code(s): BDDG/BDDK

Minutes of Board Meetings

The Board shall provide for the taking of written minutes of all of the meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes shall be available to the public within a reasonable time after the meeting and shall include at least the following information:

1. All members of the governing body present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes, including the vote of each member, by name;
4. The substance of any discussion on any matter.

All minutes shall be available to the public within a reasonable time after the meeting. Minutes are available in the District office. Minutes need not be approved by the Board prior to being made 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.

The minutes of an executive session held under ORS 332.061 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 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).