

**West Linn-Wilsonville
School District 3J**

Code: **BDDG**
Adopted: 10/09/06
Readopted: 8/14/17
Orig. Code(s): BDE

Minutes of Board Meetings

The superintendent's designee shall keep complete records of meetings of the Board. These minutes shall include:

1. A record of all actions taken by the Board, including abstentions and declarations of conflicts of interest, with the vote of each member recorded except in cases of unanimous vote. Minutes will record any abstentions from voting.
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. Minutes shall record all motions and action taken by the Board.

Copies of the minutes shall be made available to all Board members before the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and shall be in the custody of the superintendent. The superintendent shall make minutes available to interested persons upon request within a reasonable time.

5. Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law. 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.

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 to -192.710](#)

[ORS 332.061](#)

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