

# Pendleton School District 16R

Code: **BDDG**  
Adopted: 12/14/98  
Readopted: 3/08/10  
Orig. Code(s): BCDE

## Minutes of Board Meetings

1. 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.
2. Minutes of executive sessions will be kept in accordance with the requirements of ORS 192.650.
3. The minutes of the preceding meeting will be approved by the Board as the first action item of business of the next regular board meeting. After the minutes have been approved, they will be signed by the chairman and the secretary, and filed in a designated "minute book" to be kept in the administration office.

The public and patrons of the district may receive copies of current minutes upon request at the administration office during regular business hours. A copy of the minutes of each regular and special board meeting as they are drafted for approval will be distributed to each board member after the meeting. Copies of corrected minutes will be similarly distributed.

The district will maintain and make available to staff and other interested patrons an updated copy of the minutes of the regular and special board meetings. The district will also distribute copies of board meeting minutes to attendance units and the bargaining association presidents immediately after their approval by the Board.

4. The minutes of an executive session held under law ORS 332.061 (expulsion of a minor student from public school) 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

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### Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

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

# OSBA Model Sample Policy

Code:  
Adopted:

BDDG

## Recordings and Minutes of Board Meetings

{The Board will ensure a {video} recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the district’s website or social media site within seven days following the meeting.}

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format<sup>1</sup>. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form<sup>2</sup>.

The official record must give a true reflection of the matters discussed at the meeting and the views of the participants, and must include the following information:

1. All members of the Board present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name for all actions taken<sup>3</sup>;
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

If written minutes are created for meetings which do not take place in executive session, those minutes shall be available to the public within a reasonable time after the meeting. These minutes {will be published to the district website and} may be requested from the district office.

Recordings or minutes<sup>4</sup> of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or 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. Executive session minutes of a hearing held under ORS

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<sup>1</sup> Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

<sup>2</sup> Oregon Administrator Rule (OAR) 166-017-0045(4) requires textual data or still images be kept in XML, ODT, TXT, PDF, RTF, PREG, JFIF, PNG, or TIFF formats.

<sup>3</sup> If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

<sup>4</sup> “...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law.” ORS 192.650(2)

332.061 shall contain only material not excluded under ORS 332.061(2) and information<sup>5</sup> will not be disclosed in accordance with ORS 332.061.

Either the recording or minutes of Board meetings will be kept permanently. If written minutes are created for any meetings of the Board, any recordings will be kept for at least one year after the minutes are created.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.610](#) - 192.705  
[ORS 332.061](#)

[OAR 166-017-0005](#) - 0095  
[OAR 166-400-0010](#)(9)

[OAR 199-050-0060](#)

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

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<sup>5</sup>ORS 332.061 prohibits the disclosure of:

1. The name of the minor student;
2. The issue, including a student's confidential records;
3. The discussion; and
4. The school board member's vote on the issue.

# OSBA Model Sample Policy

Code: BDDG  
Adopted:

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