

Oregon State Board of Education

September 22, 2016

<p>SUBJECT: Adoption of August 17, 2016 Minutes STAFF NAME & OFFICE: Emily Nazarov, Office of the Deputy Superintendent</p> <p>SUMMARY: Adoption of the August 17, 2016 minutes.</p> <p> <input type="checkbox"/> New Rule <input type="checkbox"/> Amend Existing Rule <input type="checkbox"/> Repeal Rule </p>	<p><input checked="" type="checkbox"/> Consent Agenda</p> <p><input type="checkbox"/> First Reading</p> <p><input type="checkbox"/> Action (Adoption)</p> <p><input type="checkbox"/> Information</p>
--	---

BACKGROUND

The State Board of Education is a public governing body, and as such, its meetings must comply with the provisions of ORS chapter 192, *Records, Public Reports, Public Meetings*.

192.650 Recording or written minutes required; content; fees. (1) The governing body of a public body shall provide for the sound, video or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

- a) All members of the governing body present;
- b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
- d) The substance of any discussion on any matter; and
- e) Subject to ORS 192.410 to 192.505 relating to public records, a reference to any document discussed at the meeting.

Minutes of the State Board meetings shall be written in compliance with Oregon Revised Statutes and give a true reflection on the matters discussed at the meeting. They shall contain brief statements on important points made by Board members and participants and include all motions, proposals, resolutions, orders, ordinances and measures proposed and actions taken.

As a cost-cutting measure, minutes content will be reduced and can used as a guide to the video.

STAFF RECOMMENDATION

Approve
 Approve next month
 No recommendation at this time

ATTACHMENTS

1. August 17, 2016 board minutes.