

MEETING AGENDA NOTES

Topic with Documents	Questions/Comments	Action/Next Steps
Approval of May 6th, 2024 Meeting Minutes		May 6th, 2024 CCAC Meeting Minutes were approved on June 3rd, 2024. <u>Votes</u> 9 Yes- 0 No - 0-Opposed
CCAC Informational Night	Q: Is there any questions that you would like to make to the group regarding CCAC Monthly Meetings? Q: Do student reps need to be just seniors? A: No, any 9th-12th graders are welcome to apply. C: Teachers are always excited to present and they do an amazing job when creating their presentations. C: CCAC Meetings take place once a month, we hold half our meetings virtually and some in person. C: We have seven spots available every year. We are the sub-committee of the school board. We basically have first eyes on the curriculum and we pass on our recommendation to the school board so they can do their own reading and make their final vote.	We encourage current members and former members whose terms have ended to invite families and students who attend the Hillsboro School District and live within its boundaries to apply to be part of the CCAC Committee for the 2024-25 school year. The application window closes the second week of September.

From the Oregon Department of Justice:

D. Requirements of the Law; 7. Minutes and Recordkeeping:

"The written minutes or recording must include at least the following information:

- *members present;*
- *motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;*
- *results of all votes; and, the vote of each member by name, except for public bodies consisting of more than 25 members unless recording by name is requested by a member of that body;*

- *the substance of any discussion on any matter; and*
- *a reference to any document discussed at the meeting, unless even a reference to the document is exempt under Public Records Law.*

Written minutes need not be a verbatim transcript, and a sound, video, or digital recording is not required to contain a full recording of the meeting, except as otherwise provided by law. However, the minutes or recording must contain the above information and must give “a true reflection of the matters discussed at the meeting and the views of the participants.”