

THE _____ SCHOOL BOARD
[And if applicable] _____ COMMITTEE

MINUTES OF NON-PUBLIC SESSION

DATE: _____

Issue # _____ (If more than one issue to be discussed in same non-public)

Members Present: (Name each) _____

Motion to enter Nonpublic Session made by _____ seconded by _____

Specific Statutory Reason cited as foundation for the nonpublic session:

___ 91-A:3, II (a): *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

___ 91-A:3, II(b): *The hiring of any person as a public employee.*

___ 91-A:3, II(c): *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

___ 91-A:3, II(d): *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

___ 91-A:3, II(e): *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

___ 91-A:3, II(i): *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

___ 91-A:3,II (k): *Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, **which, if discussed in public, would likely benefit** a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.*

___ 91-A:3,II (l): *Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.*

Roll Call vote to enter nonpublic session: _____ Y N
_____ Y N
_____ Y N
_____ Y N

Remove public meeting tape (if applicable).

Entered nonpublic session @ ____ am/pm Discussion regarding Issue # began @ ____ am/pm.

Other persons present during nonpublic session (necessary personnel only): _____

Identification of subject matter discussed and final actions taken/decisions made. (All actions/decisions must reflect the vote of each member - roll call or unanimous vote (91-A:3, III), & and - the first and second of every motion 91-A:2, II): _____

Discussion on Issue ended @ ____ a.m./p.m.

Motion to leave nonpublic session and return to public session by _____, seconded by _____.

Motion: PASSED / DID NOT PASS (circle one)

Nonpublic meeting tape removed, public meeting tape replaced (if applicable).

Public session reconvened at _____ a.m./p.m.

NON-PUBLIC MINUTES

Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

Motion made to seal these minutes ____ indefinitely or for ____ years, because publication would:

- ____ Affect adversely the reputation of any person other than a member of this board
- ____ Render a proposed action ineffective
- ____ Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes:

	Y	N
	Y	N
	Y	N
	Y	N
	Y	N

Motion to Seal (Requires 2/3 Vote): PASSED / DID NOT PASS (circle one)

Even if Non-Public Minutes are Sealed, Public Minutes Must Include the Motion to Enter Non-Public, As Well as Motion to Seal, With Record of Votes for Each

These minutes recorded by: _____