

SURRY SCHOOL BOARD POLICY POLICY BEDG: MINUTES

Under RSA 91-A, the school board, and each of the school board's committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committees) is required to keep minutes for every meeting as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include the names of members participating, persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting); a brief description of each subject matter discussed; identification of each member who made a first or second of any motion; a record of all final decisions; when a recorded or roll call vote on a motion is required by law or called for by the Chair, a record of how each board member voted on the motion; and if a Board member objects to the subject matter discussed by the board in non-public session, if the board continues the discussion over the member's objection, and upon the request of the objecting member, then the minutes shall also reflect: the objecting member's name, a statement that the member objected and a reference to the provision of RSA 91-A:3, II that was the basis for the objection and discussion..

Public minutes.

- a. All public minutes, including draft public minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the School Board.
- b. Copies of the draft public minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved.
- c. Draft public minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session.
- d. Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized.
- e. Approved minutes shall be consistently posted on the District's web site in a reasonably accessible location.

Non-public minutes.

- a. Non-public sessions may only include matters permitted under RSA 91-A:3, II.
- b. Copies of the draft non-public minutes will be sent to the members of the Board before the meeting at which they are to be approved.
- c. Minutes for non-public sessions shall be kept as a separate document and retained in the school board file.
- d. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed.
- e. Approved non-public minutes, unless sealed, shall be consistently posted on the District's web site in a reasonably accessible location.

Sealed non-public minutes.

Minutes of non-public sessions may be sealed with a two-thirds majority roll call vote of the board members present taken in public session for reasons permitted under RSA 91-A:3, III.

The Board shall maintain a list of all sealed minutes for non-public sessions occurring after July 1, 2013 (“Sealed Minutes List”). The Sealed Minutes List shall include the following.

- a. The name of the school board and date, time, and location of the public meeting (from meeting notice).
- b. The start and end times of the non-public session.
- c. The specific grounds upon which the non-public session occurred (e.g., RSA 91-A:3, II (b) and (c), etc).
- d. The specific grounds upon which the minutes were sealed (e.g., “disclosure would render the action ineffective” or “disclosure would likely adversely affect the reputation of a non-board member,” etc.).
- e. The date the vote to seal the minutes occurred.
- f. The date, if any, on which the sealed minutes will be unsealed.
- g. The date, if any, of a subsequent decision to unseal the minutes.
- h. The Sealed Minutes List shall be updated each time the public body seals non-public minutes, and the updated List shall be made posted on the District’s website as soon as practicable for public disclosure.

Sealed minutes must be reviewed by the Board at least every 10 years to determine whether the grounds upon which the minutes were sealed still exist. The Board may delegate the authority to review previously sealed minutes to one or more Board members, the Superintendent or other appropriate administrator. Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. Although discussion of whether to unseal such minutes can occur in non-public session pursuant to RSA 91-A:3, II (m), any vote to unseal must occur in public session.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:2, II-a

RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions

RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

First reading: 8/19/2024

Second reading: 9/16/2024

Adopted: 9/16/2024