

## **SURRY SCHOOL BOARD POLICY**

### **BEDGA: PROCEDURE FOR MINUTE TAKING**

1. Attendance. Meeting minutes, including minutes for nonpublic sessions, shall state the date, time, location of the meeting, and the names of school board members and administrative personnel present or absent. The name of the person who took the meeting minutes must also be included. If the meeting was called on an emergency basis, then the minutes must clearly spell out the need for the emergency meeting.
2. Organization. Minutes shall be organized based on the school board agenda and summarized using the superintendent's report and other school board reports as a guide.
3. Members of the Public. Minutes shall record the names of members of the public who speak before the school board. Note that NH law does not require school board minutes to list the names of all members of the public in attendance, only those who speak before the board.
4. Public comment. Summarize public input, including a brief summary of subjects discussed and any school board action.
5. Decisions. Meeting minutes for public and nonpublic sessions must include a brief description of the subject matter discussed and final decisions. Specifically state what was done, not what was said. Record every motion, who made it, who seconded it, and the final vote count. For roll call votes, record who voted yea and nay.
6. Document Action Items. Clearly list assigned actions, who is responsible, and pertinent deadlines.
7. Note. Focus the minutes on outcomes and school board action as a whole. Objectivity is a key. Do not include detailed dialogue, subjective descriptions, and personal opinions.
8. Non-public. Record the motion to enter nonpublic session and the specific reason to do so (see RSA 91-A:3). Include vote of each member, as per New Hampshire's Right-to-Know law (RSA 91-A). A motion to seal the nonpublic meeting minutes must be made in public session, in accord with RSA 91-A:3, III.
9. Adjournment. Record the time the school board meeting concluded.
10. Reminders. Ensure that clearly labeled draft minutes are written promptly within five business days of the meeting and that minutes are approved at the next meeting. Approved minutes are legally binding documents and shall be promptly posted on the school district website.

Reference: RSA 91-A. The New Hampshire Right to Know Law  
RSA 91-A:2, Meetings Open to Public  
RSA 91-A:3, Nonpublic Sessions

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