

Non-Public Session Minutes

_____ SCHOOL DISTRICT
_____, NEW HAMPSHIRE

Date: _____

Members Present: _____ Name
_____ Name
_____ Name
_____ Name
_____ Name

Motion to enter Non-public Session made by _____ seconded by _____.

Specific Statutory Reason cited as foundation for the nonpublic session:

_____ RSA 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.*

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

_____ RSA 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.*

_____ RSA 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.*

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

_____ RSA 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.*

Roll Call vote to enter non-public session:	Name	Y	N
	Name	Y	N
	Name	Y	N
	Name	Y	N
	Name	Y	N

Remove public meeting tape (if applicable).

Entered non-public session at _____ a.m./p.m.

Other persons present during non-public session: _____

Description of matters discussed and final decisions made: _____

Note: Under RSA 91-A:3, III. *Minutes of proceedings in non-public 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 non-public session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, 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? If so, motion made by _____, seconded by _____, because it is determined that divulgence of this information likely 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:	Name	Y	N
	Name	Y	N
	Name	Y	N
	Name	Y	N
	Name	Y	N

Motion: PASSED / DID NOT PASS (circle one)

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

Motion: PASSED / DID NOT PASS (circle one)

Non-public meeting tape removed, public meeting tape replaced (if applicable).

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

These minutes recorded by: _____