

Concord School District Policy #133

Minutes

Under [RSA 91-A](#), the School Board, and each of the 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 School Board, and each such Board committee.

The Board will keep a record of the actions taken at meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

1. the names of members participating,
2. persons appearing before the Board (any persons other than Board members who address the Board or speak at the meeting);
3. a brief description of each subject matter discussed;
4. identification of each member who made a first or second of any motion;
5. a record of all final decisions;
6. when a recorded roll call vote on a motion is required by law or called for by the President (or other presiding officer), a record of how each Board member voted on the motion; and
7. in the event that a Board member objects to the subject matter discussed by the Board, if the Board continues the discussion above the member's objection, and upon the request of the objecting member, then – and irrespective whether the objection/discussion occurred in public or non-public session – the public minutes shall also reflect i. the objecting member's name, ii. a statement that the member objected, and iii. a "reference to the provision of [RSA 91-A:3, II](#) that was the basis for the discussion."

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept in accordance with [RSA 91-A:2](#) and [RSA 91-A:3](#) and will be in the custody of the Superintendent. Draft 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. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, unless sealed by a recorded roll call vote taken in public session with 2/3 of the Board members present supporting the motion, will be made available for public inspection within seventy-two (72) hours after the non-public session.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's website in a reasonably accessible location, or the website shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective, where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the Board, will remain sealed.

Legal References:

[RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public](#)

[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](#)

Adopted 1971. Revised May 7, 2001; January 3, 2017; December 4, 2017; December 3, 2018
Corresponds to NHSBA policies BEDG, BEDG-R