

NON-PUBLIC SESSIONS

The Board may meet in a non-public session for any of the purposes set out in RSA 91-A:3. Non-public sessions may only occur after a duly noticed public meeting has been called to order, and before that meeting is adjourned. Once the public meeting has been convened, the Board may enter a non-public session at any time during such meeting of a majority of the Board, by roll-call vote, finds that sufficient grounds under RSA 91-A:3 II exists. A non-public session may occur during a duly noticed meeting irrespective of whether a non-public session appeared on either the meeting notice or meeting agenda.

The motion calling for a non-public session will state the statutory reason(s) for entering a non-public session.

The Board shall record minutes of all non-public sessions, and such minutes shall be made available and or “sealed” in accordance with RSA 91-A:3. Required content and availability regarding minutes of non-public sessions are described in Board policy BEDG-Minutes.

The minutes of the non-public session constitute the record of that session. Information discussed in non-public sessions shall remain confidential except to the extent the same is required to be disclosed subject to applicable law or court order, or as authorized by the Board.

The Board shall require the presence of the Superintendent or his/her designee (see N.H. Dept. of Education Rule ED 303.01(f)), except those non-public sessions that pertain to the Superintendent’s employment.

**Legal References:**

*RSA 42:1-a Oaths of Town Officers: Manner of Dismissal, Breach of Confidentiality*  
*RSA 91-A:3 Non-Public Sessions*  
*RSA 91-A:4 Minutes and Records Available for Public Inspection*

**Policy Adoption & Revision History:**

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