



Board Meeting Minutes

Policy BEDG

POLICY BEDG: BOARD MEETING MINUTES

Purpose

The purpose of this policy is to establish a method of recording, approving, and storing minutes from meetings of the School Board.

Referenced Policies

None

Referenced Legislation

- RSA 91-A:2 – Meetings Open to the Public
- RSA 91-A:3 – Nonpublic Sessions

Attachments

1. Nonpublic Minutes Log

Meeting Minutes Policy

1. Responsible Parties
 - a. The School Board Secretary shall be responsible for recording minutes at any public or nonpublic meeting.
 - b. Any other member of the board may take minutes in lieu of the Secretary if the Secretary is absent or has a compelling reason not to record the minutes.
 - c. The Secretary may delegate responsibility for recording minutes to the School Clerk if the School Clerk is willing, although the Secretary will still maintain ultimate responsibility for ensuring the remainder of this policy is followed.
 - d. The Secretary is responsible for storing all electronic copies in the School Board's shared drive.
 - e. The School Board Chair is responsible for ensuring review of minutes is included in a meeting agenda and that a printed copy is made available at the meeting.
 - f. The Superintendent is responsible for retaining hard-copies of all minutes.

2. Contents (per **RSA 91-A:2, II**)
 - a. All minutes must include the names of members, people appearing before the Board, a brief description of the subject matter discussed, and any final decisions made.
 - b. If the meeting was posted less than 24 hours in advance due to emergency, the minutes must clearly spell out the need for the emergency meeting.
 - c. If any board members attended virtually, it must be noted in the minutes why in-person attendance was not reasonably practical.
 - d. If the board continues any discussion that a member of the public believes violates **RSA 91-A:2**, the individual may request the objection be added to the minutes, and the board must carry out the request. The note must contain the individual's name and a statement that he/she objected to the discussion. If the objection was to discussion in a nonpublic session, the objection must also be recorded in the public minutes and reference the provision of **RSA 91-A:3, II**, that was the basis for nonpublic discussion.
 - e. All motions must be recorded, including identification of the member who made the first or second of the motion.
 - f. If a roll call vote is conducted, a record of how each member voted must be recorded.
 - g. If any nonpublic session is called, the public minutes must include the statutory reason as the foundation for the nonpublic session.
3. Publication (per **RSA 91-A:2, II**)
 - a. Minutes must be made available to the public not more than 5 business days after the meeting. Said minutes must be posted minutes in a consistent and reasonably accessible location on the School District website.
4. Approval
 - a. Minutes must be approved by 2/3 vote of members present in public session.
 - b. A hard-copy of the minutes must be signed by all members voting in the affirmative to approve the minutes.
5. Public Minutes Retention
 - a. A soft-copy of all draft and approved minutes shall be kept in the School Board's shared Google Drive. All approved minutes must be kept in a designated folder for approved minutes so the official copies are easy to locate.
 - b. A hard-copy of all approved meeting minutes and shall make them available to the public upon request during normal business hours at Croydon Village School.
 - c. Public minutes shall be kept in a binder organized by date.
6. Nonpublic Minutes Retention
 - a. Per **RSA 91-A:3, III**, minutes must be publicly disclosed within 72 hours of the meeting unless sealed by a 2/3 vote of members present in public session.
 - b. Sealed minutes must be placed in an envelope with the date and topic of discussion as well as the date they are to be unsealed or reviewed. All sealed minutes must be kept in a locked cabinet or safe on-site at Croydon Village School. A log of all sealed nonpublic minutes must also be kept in the binder containing the most recent public minutes (see **Public Minutes Retention**). The log must list the date of the nonpublic session, which public body it was for, the statutory reason for it being nonpublic (per **RSA 91-A:3, II**), the date on which the minutes were sealed, the topic of discussion, and the date they are to be unsealed or reviewed.

- c. Per **RSA 91-A:3, IV(b)**, absent a review policy, the board must review sealed minutes no more than 10 years after the last review and, unless the board determines there are still legal circumstances to keep them sealed, must disclose the minutes to the public. The decision to unseal minutes must be by 2/3 majority vote during a public session, although discussion as to whether it will be unsealed may occur in nonpublic session.
- d. All unsealed non-public minutes must be published in the same fashion as public minutes (see **Publication** and **Public Minutes Retention**).
- e. The board shall review the nonpublic minutes log once per year to ensure nonpublic minutes are reviewed in a timely fashion.

Change History

Revision	Description	Author	Date
1	Initial release.	Aaron McKeon	6/17/2025

First reading: May 20, 2025

Second reading: June 17, 2025

ATTACHMENT 1 – NONPUBLIC MINUTES LOG

Date of Session	Public Body	RSA 91-A(3), II Reason	Date Sealed	Action Required Review / Unseal	Due Date
Topic of Discussion		Follow-Up Notes			
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