

# **PELHAM SCHOOL DISTRICT POLICY**

## **BEDG - R PROCEDURE FOR THE REVIEW OF SEALED MINUTES**

*Category: Recommended*

Policy BEDG required that sealed minutes be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The following is the procedure used by the Superintendent to do so.

### Record of Minutes

- The Superintendent will provide to the school board a list of those sealed minutes due for review annually based on the Sealed Minutes List.
- In a non-public session, the School Board will review the reason for sealing the minutes to determine whether the circumstances that justified keeping meeting minutes from the public under RSA 91-A:3, III no longer apply.
- If the Board determines the reasons do not apply, they will vote to unseal the minutes.
- If the Board determines that the reasons continue to apply, the Board will set a new date - within 9 years and 10 months thereafter - for the sealed minutes to be reviewed next.
- Any vote by the Board whether to disclose minutes shall take place in public session.
- The Superintendent will update the Sealed Minutes List accordingly.

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### **District Policy History:**

*Adopted: December 2023*

*Revised February 2024*

### **Legal References:**

*RSA 91-A:3 III*

*RSA 91-A:4 I*

*RSA 91-A:2 II*