

**FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT**  
**Glocester, RI**

**POLICY FOR EXECUTIVE SESSIONS AND MAINTENANCE OF MINUTES**

In keeping with Rhode Island General Laws, Chapters 42-46, Sections 4 and 5, it shall be the policy of the Foster-Glocester Regional School Committee to constrain discussion in executive sessions to those specific topics advertised in the public notice of said executive session, and as provided for in Sub Sections 1-9 of the above mentioned law.

The minutes of the public session of any school committee meeting, in which the Committee shall adjourn into executive session, shall clearly state the section of Rhode Island General Law, Chapters 42-46 and the applicable Sub Section, governing the advertised topic/topics to be discussed. The public minutes will also reflect the vote, and attendance, of the Committee members to recess into said executive session.

When the Committee returns to open session, (which the Committee must do regardless of where in the public meeting the executive session is called, beginning, during or end), the Chair will then disclose or ask to reaffirm any vote taken in executive session. Such voted shall be crafted so as not to violate the confidentiality of any issue or persons properly the subject of executive session, but to inform the public of the Committee's action. (i.e. May I have a motion to uphold the grievance of the Teachers' Contract, Article X, Section 2B). If no vote was taken in the executive session, the Chair will report, to the extent possible, the results of any executive session discussion (i.e. The Committee discussed the issues and parameters it wishes the negotiations committee to address in the upcoming contract talks with the non-certified union). Since the vote to seal the executive session minutes must be taken in open session, any committee member may move to exempt from sealing any portion considered non-confidential, and there is no requirement to seal the minutes of an executive session.

It shall be the responsibility and obligation of each Committee member to raise an objection to any discussion arising in executive session that does not directly pertain to the advertised call of the executive session. If the discussion continues despite the objection without it being demonstrated

that the discussion does pertain to the issue under consideration, such objection and discussion shall become a part of the official minutes. In the event a motion is made to seal such minutes, any member may move to amend the motion to seal the minutes to exclude the objected to discussion from being sealed. If the amendment fails and the minutes are subsequently sealed, all members are then bound by the confidentiality of sealed executive sessions. A motion to seal the minutes is in order when it is deemed necessary to protect the confidentiality of persons or matters properly brought before it.

Since sealed executive session minutes are exempt from public disclosure, any executive session minutes, which have been sealed by a proper vote of the Committee in open session, shall remain sealed unless ordered opened by a court or judicial proceeding of competent jurisdiction. In such an event, the executive session minutes shall be redacted so that only the subject or issue of the action will be opened. These redacted minutes will be sworn and attested to as true and valid by the School Committee clerk in his/her capacity as Committee clerk and in a manner as prescribed by State Law. Any serving school committee member may have access to all executive session minutes, sealed or unsealed, germane to any issue or action under consideration by the school committee whether or not the member was on the committee when the minutes were originally sealed.

First Reading:	April 8, 2003
Second Reading:	July 1, 2003
Adopted:	July 1, 2003