

EXECUTIVE SESSIONS

The Board shall only hold executive sessions for reasons contained in law. Authorized subcommittees of the Board may hold executive sessions when permitted by law.

When conducting an executive session, the Board and authorized subcommittees of the Board shall comply with the following.

Attendance at an Executive Session

Only members of the Board, any person permitted to be present by law, and any person the governing body determines to be necessary to carry out or further the purpose of the meeting may be in attendance at the executive session.

Location of Recordings & Documents

All recordings and documents resulting from an executive session must be sealed in an envelope. The date of the executive session, purpose of the session, and word "confidential" should be written on the outside of the envelope. Envelopes must be secured in a locked area in the Superintendent's office.

When an executive session is held for the purpose of non-renewal, discharge, or discussion of a student's educational record, the Business Manager should complete the applicable paperwork and place it in the appropriate personnel or student file.

Retention of Recordings & Documents

The District will retain all recordings and documents resulting from an executive session for a minimum of six months. If the executive session is related to contract negotiations, nonrenewal, discharge or expulsion, the District must retain all recordings and documents for at least six years.

Access to Recordings & Documents

Access to recordings and documents will be administered in accordance to law. They must be disclosed pursuant to court order or to the Attorney General for the purpose of administrative review.

Unauthorized disclosure of the recordings and documents by a public servant is a Class C felony.

Complementing Exhibits:

- DI-E2, Notice of Confidential Record on File
- FGA-E4, Notice of Executive Session Tape on File

End of Jamestown Public School District Policy BCAD Adopted: 2-4-2019