

<i>Policy</i>	<i>Title</i> SCHOOL COMMITTEE MEETING EXECUTIVE SESSIONS	<i>Code</i> BEC
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HOLLISTON

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The Committee will first convene in an open session for which due notice has been given.
2. The chairperson will state the purpose for the executive session.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The chairperson will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. Executive sessions may be held for the following purposes:

1. To discuss the reputation, character, physical condition or mental health, rather than the professional competence, of an individual.
 2. To consider the discipline or dismissal, including the hearing of charges against, a member of the Committee, a school department employee, student, or other individual.
 3. To discuss strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
 4. To discuss the deployment of security personnel or devices.
 5. To investigate allegations of criminal misconduct or to discuss the filing of criminal complaints.
 6. To consider transactions of real estate, if an open meeting might be detrimental to the negotiating position of the Committee or another party.
 7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
 8. To consider and interview applicants for employment. (The only position that the School Committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants.
 9. To meet or confer with a mediator with respect to any litigation or public business.
- (In the first two cases listed, an open meeting will be held if the individual involved so requests.)

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. To ensure this to be so, the Chairman and Superintendent should conduct an annual review of all retained executive session minutes and recommend public release whenever applicable, such release to be approved by the School Committee at their next regular meeting.

Requests for retained executive session minutes will be considered on a case-by-case basis. Central Office will conduct a search consistent with regulations set by The Secretary of State and make a determination as to whether executive session minutes would be released.

All votes taken in executive session will be recorded as roll call votes and will become part of the minutes of executive sessions.

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Legal References:	M.G.L. 39:23A; 39:23B
Policy Cross Reference:	BDE (Subcommittee of the School Committee) ; BE (School Committee Meetings) ; KE (Public Comments or Complaints)
Procedure Reference:	