

SCRIPT/CHECKLIST FOR NON-PUBLIC SESSIONS & MINUTES 2025-26

THE NEWPORT SCHOOL BOARD

MINUTES OF NON-PUBLIC SESSION DATE:

9/11/25

Issue/s # 91-A3, II(G) (If more than one issue to be discussed in same non-public)

Members Present:

1. Melissa Mitchler
2. Keith Sayer
3. Jessica Packard
4. Darrell Jones
5. Nikki Murphy
6. _____
7. _____
8. _____

Motion to enter Nonpublic Session made by Jessica Packard

seconded by Keith Sayer

Specific Statutory Reason cited as foundation for the nonpublic session:

____ 91-A:3, II (a): The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

____ 91-A:3, II(b): The hiring of any person as a public employee.

____ 91-A:3, II(c): Matters which, if discussed in public, would likely adversely affect the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

____ 91-A:3, II(d): Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

____ 91-A:3, II(e): Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

✓ 91-A:3, II(i): Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

____ 91-A:3,II (k): Consideration by school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, **which, if discussed in public, would likely benefit** a party or parties whose interests are adverse to those of the general public or of district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. (Additional language in statute for final votes.]

____ 91-A:3,II (l): Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

____ 91-A:3,II (m): Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.

Roll Call vote to enter nonpublic session:

1. Melissa Mitchler YN 2. Keith Sayer YN
3. Jessica Packard YN 4. Darrel Jones YN
5. Nikki Murphy YN

Pause public meeting recording (if applicable).

Entered nonpublic session @ 8:06 am/pm

Discussion regarding Issue # 91-A:3 (i) began @ 8:14 am/pm.

NON-PUBLIC MINUTES Board members present:

1. Melissa Mitchler 2. Keith Sayer
3. Jessica Packard 4. Darrel Jones
5. Nikki Murphy

Other persons present during nonpublic session (necessary personnel only):

1. Eric Perry 2. Forrest Ransdell
3. _____ 4. _____

Identification of subject matter discussed and final actions taken/decisions made.
(All actions or decisions must reflect how each member voted (e.g., roll call/unanimous vote (91-A:3, III). & the first and second of every motion 91-A:2, II):

See additional

Discussion on Issue ended @ 9:31 a.m./p.m.

Motion to leave nonpublic session and return to public session by Melissa,

seconded by Darrell (Reflect how each voted)

1. Melissa Mitchler YN 2. Keith Sayer YN
3. Jessica Packard YN 4. Darrell Jones YN
5. Nikki Murphy YN

Re-start public meeting recording (if applicable).

Public session reconvened at _____ a.m./p.m.

Minutes and decisions reached in nonpublic sessions shall be publicly disclosed within 72 hours of the meeting unless sealed by 2/3 of the members present.

"SEALING" NON-PUBLIC MINUTES Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of **2/3 of the members present, taken in public session**, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. **In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.**

Not Applicable _____

Motion made to seal these minutes Jessica Packard indefinitely or for 10 years, because publication would:

_____ Affect adversely the reputation of any person other than a member of this board

_____ Render a proposed action ineffective

_____ Pertains to preparation or carrying out of actions regarding terrorism

NOTE: If sealing regarding a discussion under 91-A:3, II(m), minutes must be unsealed (disclosed) as soon as practicable after the transaction has closed or the public body has decided not to proceed with the transaction.

Roll Call Vote to seal minutes:

1. Melissa Mitchler Y N 2. Keith Sayer Y N
3. Jessica Packard Y N 4. Darrell Jones Y N
5. Nikki Murphy Y N

Motion to Seal (Requires 2/3 Vote): PASSED / DID NOT PASS (circle one)

The following information to be recorded in the Sealed Minutes Log: (a) name of public body; (b) date, time and location of meeting; (c) start and end time of NP session; (d) grounds under 91-A:3, II to enter NP; (e) basis for sealing minutes; (f) date minutes sealed; (g) date/period, if any, given in motion to seal for review of minutes (w/in 9 years 10 mos.) to be unsealed; (h) date, if any, of a subsequent decision to unseal the minutes.

Even if Non-Public Minutes are sealed, the Public Minutes must include the Motion to Enter (with the basis(es), as well as the Motion to Seal (and basis), with roll call votes for each.

These minutes recorded by: Nikki Murphy

Approved by:

1. Melissa Mitchler 2. Keith Sayer
3. Jessica Packard 4. Darrell Jones
5. Nikki Murphy