

BOARD POLICY

Descriptive Code: BCBK

EXECUTIVE SESSION

Date: August 10, 1999

All meetings of the school board at which official actions are to be taken or official action is discussed are public meetings and must be open to the public at all times. School board meetings may be closed for the following:

- A. Discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action, dismissal, periodic evaluation or rating of a governmental officer or employee. [O.C.G.A. 50-14-3(6)].
 - B. Privileged consultation with legal counsel pertaining to pending or threatened litigation, claims administrative proceedings or settlements. [O.C.G.A. 50-14-2].
 - C. Discussing the future acquisition of real estate. [O.C.G.A. 50-14-3(4)].
 - D. Staff meetings for investigative purposes under duties or responsibilities imposed by law. [O.C.G.A. 50-14-3(1)].
 - E. Tax matters made confidential by state law [O.C.G.A.50-14-2].
 - F. Inspection of physical facilities under the jurisdiction of the agency. [O.C.G.A. 50-14-1(A)(2)].
 - G. Meeting with a governing body, officer, agent or employee of another agency at a location outside the geographical jurisdiction of the agency or such other agency and at which no final action is taken. [O.C.G.A. 50-14-1(A)(2)].
 - H. Other. (Explanation and citation to statutory authority required): _____
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When the Board meets in executive session, the specific reasons for such closure shall be entered upon the official minutes, the meeting shall not be closed to the public except by a majority vote of a quorum present at the meeting, the minutes shall reflect the names of the members present and the names of those voting for closure, and that part of the minutes shall be made available to the public as any other minutes. Georgia law requires that following any executive session, the chairman or other presiding officer execute and file with the official minutes of the meeting a notarized affidavit stating, under oath, that the subject matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exception. Thus the chairman or other presiding officer shall, at the conclusion of each meeting where at least a portion was closed, complete and sign the Board's approved exhibit, BCBK-E. Any vote taken in executive session must be recorded, but the minutes and the votes should be written in such a way as not to disclose the confidential aspects for which the executive session was held (O.C.G.A. 50-14-4).

With respect to student disciplinary hearings, the Board shall prepare a written summary of the hearing, which shall include a description of

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the incident and the disposition thereof, but shall not contain the names of any party to the incident. The summary shall be a public record (O.C.G.A. 20-2-257).

PROCEDURE: NO

ADOPTED: 8/10/99

REVISED: 10/1/97

Columbia County Board of Education

STATE OF GEORGIA)
)
 COUNTY OF COLUMBIA) **AFFIDAVIT RE:CLOSURE OF
 OPEN MEETINGS**

Personally appeared before the undersigned officer, duly authorized under the laws of the State of Georgia to administer oaths, _____, who in his/her capacity as Chairperson or the person presiding over a [meeting/committee meeting] of the Columbia County Board of Education (“Agency”), and after being first duly sworn, certifies under oath and states to the best of his or her knowledge and belief the following:

At its meeting held on the _____ day of _____ 20____ the Agency’s Board of Education voted to go into closed session and exclude the public from all or a portion of its meeting. The legal exceptions applicable to the exempt matters addressed during such closed meeting are as follows:

(Check or initial as appropriate)

- () Discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action, dismissal, periodic evaluation or rating of a government officer or employee. [O.C.G.A. 50-14-3(6)].
- () Privileged consultation with legal counsel pertaining to pending or threatened litigation, claims, administrative proceedings or settlements. [O.C.G.A. 50-14-2].
- () Discussing the future acquisition of real estate. [O.C.G.A. 50-14-3(4)].
- () Staff meetings for investigative purposes under duties or responsibilities imposed by law. [O.C.G.A. 50-14-3(1)]
- () Tax matters made confidential by state law. [O.C.G.A. 50-14-2].
- () Inspection of physical facilities under the jurisdiction of the Agency. [O.C.G.A. 50-14-1(a)(2)].
- () Meeting with a governing body, officer, agent or employee of another agency at a location outside the geographical jurisdiction of the Agency or such other agency and at which no final action is taken. [O.C.G.A. 50-14-1(a)(2).]
- () Other. (Explanation and citation to statutory authority required):

I certify that the subject matter of the closed meeting or the closed portion of this meeting was devoted to matters of official business or policy within the exceptions provided by law as set forth above.

Sworn to and subscribed before me)
)
 This _____ day of _____, 20____.)
 _____)
 Notary Public, County of Columbia) _____
 State of Georgia) Chairperson or Person Presiding
) Over Meeting
)
 My commission expires _____)
