

NOTE: A local board policy is required ONLY if each board member must sign the executive session affidavit.

BOARD POLICY

Descriptor Code: BCBK

Executive Sessions

All Board of Education (" Board") meetings, as defined in the Open Meetings Act of Georgia ("the Act"), shall be conducted in accordance with the Act.

When any Board meeting is closed to the public pursuant to the Act, each Board member attending the meeting shall execute 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. This affidavit shall be filed with the official minutes of the meeting.

This document is provided solely as a sample

EXECUTIVE SESSION AFFIDAVIT

The undersigned chair or presiding officer, under oath, certifies that at a meeting of the [**name of the Board**] held on _____, the meeting was closed as permitted by the Open Meetings Act of Georgia. The only matters considered or discussed during the closed portion or executive session of this meeting are as checked below:

- _____ To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee or to interview applicants for the position of superintendent; (O.C.G.A. § 50-14-3(b)(2)).

- _____ To discuss or vote to authorize negotiations to purchase, dispose of, or lease property; authorize ordering an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of or lease real estate subject to approval in a subsequent public vote; (O.C.G.A. § 50-14-3(b)(1)).

- _____ To review an appeal from a Student Disciplinary Tribunal [or use one of these names as applicable, Hearing Officer, Panel]; (O.C.G.A. § 20-2-757).

- _____ To consider a matter involving the disclosure of personally identifiable information from a student's educational records; (20 USC § 1232g).

- _____ To discuss records that are otherwise protected from disclosure under the Open Records Act and there is no reasonable means to consider the records without closing the meeting; (O.C.G.A.50-14-3(b)(4)).

- _____ To discuss school safety plans prepared pursuant to O.C.G.A. § 20-2-1185 or personnel pursuant to policies related to weapons in schools; (O.C.G.A. §§ 50-18-72 (a) (25.1) and 16-11-130.1 (f)).

- _____ To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the school district or an officer or employee or in which the officer or employee may be directly involved; (O.C.G.A § 50-14-2(1)).

- _____ To discuss or deliberate upon cybersecurity plans, procedures, and contracts regarding the provision of cybersecurity services; or vote to enter into a cybersecurity contract subject to approval in a subsequent public vote where the identity of the contractor and terms of the agreement that are not exempt from public disclosure are disclosed before the vote. (O.C.G.A. 50-14-3 (b)(5) and O.C.G.A. 50-18-72(a)(25)(A)(v)).

This _____ day of _____, _____.

Chair or Presiding Officer

OPTION: [*§ 50-14-4(b)(1) allows the board by policy to require each member to sign. Delete extra signature lines if the board's practice is that only the presiding officer signs.*]

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Sworn to and subscribed before me
on the above indicated date:

Notary Public, State of Georgia
Commission Expires _____

[NOTARY SEAL]