

**EXECUTIVE SESSION FORMAT FOR
DISCUSSION OF EDUCATION RECORDS**

Prior to Executive Session

The next item on the agenda is discussion of a student’s educational record. This item may be discussed in an executive session. The legal authority for closing this portion of the meeting is the Family Education Rights and Privacy Act (FERPA), at 20 U.S.C. § 1232g and North Dakota Century Code section(s) N.D.C.C. § 44-04-19.2(1). The topic or purpose of this executive session is discussion of a student’s educational record.

The executive session will be recorded and all members of the Board are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the Board must occur after it reconvenes in an open meeting. When the Board reconvenes in an open meeting, the Board president shall summarize the motion without identifying either the student or the purpose of the vote (e.g., I move to affirm administration’s recommendation) and a roll call vote will be taken.

At this time, we will convene in executive session. We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting, at approximately _____ [Time].

During Executive Session

The minutes will show that the executive session began at _____ [Time] and was attended by _____.

After the executive session

The minutes will show that the executive session was adjourned at _____ [Time]. The public has been invited to return to the meeting room and we are now back in open session.

End of Dickinson Public School District No. 1 Exhibit BCAD-E3.....Amended: 11.30.2023