

**Minutes of an Executive Session  
of the Board of Education of the  
St. Vrain Valley School District RE-1J**

I. DATE OF MEETING. \_\_\_\_\_ Following an announcement to the public of the  
topic \_\_\_\_\_ citation \_\_\_\_\_  
topic \_\_\_\_\_ citation \_\_\_\_\_  
topic \_\_\_\_\_ citation \_\_\_\_\_  
of discussion and the affirmative vote of two-thirds of a quorum present (Motion \_\_\_\_\_, Second \_\_\_\_\_, Board Vote \_\_\_\_\_), this Board held an executive session beginning at \_\_\_\_\_:\_\_\_\_\_ (p.m.)(a.m.) at the District's Educational Services Center, 395 South Pratt Parkway, Longmont, Colorado or \_\_\_\_\_(alternate location).

2. DIRECTORS PRESENT. The following directors were present at the executive session:

_____	_____
_____	_____
_____	_____

3. DIRECTORS ABSENT. The following directors were absent from the executive session:

_____	_____
_____	_____
_____	_____

4. GUESTS PRESENT. The following guests were present at the executive session:

5. PURPOSE OF EXECUTIVE SESSION. \_\_\_\_\_(chair of meeting) announced that the purpose of the executive session was to discuss the above topic(s) previously announced to the public, and that no other discussions related to District business were authorized or would be permitted. Following those comments, the Board discussed the following:

5.1 [List first topic and then set forth in detail the specific subject, e.g., disciplining a specific named employee, sale of purchase of a specific parcel of real property, etc. NOTE: recent amendments to the Open Meetings Law require that the minutes of the executive session are required to summarize "the

actual contents of the discussion during the session," even though a "verbatim transcript" is not required.]

Topic \_\_\_\_\_  
Details \_\_\_\_\_  
\_\_\_\_\_

5.2 [List second topic]

Topic \_\_\_\_\_  
Details \_\_\_\_\_  
\_\_\_\_\_

5.3 [List third topic]

Topic \_\_\_\_\_  
Details \_\_\_\_\_  
\_\_\_\_\_

6. ADJOURNMENT. There being no further business, the executive session adjourned at \_\_\_\_\_ (p.m.)(a.m.).

\_\_\_\_\_  
Recording Secretary

ATTESTATION

The undersigned President of the Board of Education and/or the Chairperson of the previously described executive session attests that the foregoing minutes and the attached audio tape substantially reflect the substance of the discussions which occurred during the executive session and attests that no other discussions relating to District business occurred during the executive session.

\_\_\_\_\_  
President/Chairperson

The undersigned attorney, present at the previously described executive session, attests that the portion of the executive session that was not tape recorded constitutes a privileged attorney-client communication in the opinion of the attorney.

\_\_\_\_\_  
Attorney

Approved October 24, 2001  
Revised January 14, 2004

St. Vrain Valley School District RE-1J, Longmont, Colorado