

Before closing a meeting, the Board must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. Minn. Stat. § 13D.01, subd. 3. To comply with this requirement, the Board Chair should read the following:

The next item on the agenda is the Superintendent's Evaluation mid-year check-in. The Open Meeting Law, Minnesota Statutes section 13D.05 subdivision 3.(a), a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. During the meeting, the Board will review the Superintendent's progress towards his evaluation goals. Accordingly, pursuant to the law I have cited, I will hereby entertain a motion that this meeting be closed for the purpose of reviewing the Superintendent's progress towards his evaluation goals.