

School Board

Types of School Board Meetings

General

For all meetings of the School Board and its committees, the Superintendent or his/her designee shall satisfy all notice and posting requirements contained herein, as well as the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them, and to others as approved by the School Board. Unless otherwise specified by the School Board, all meetings are held in the District's administrative offices.

No meeting required by the Open Meetings Act to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is administered by the Illinois Attorney General's Public Access Counselor. The Superintendent may identify other employees to receive the training. Each Board member is encouraged to take the training once during his or her term.

Regular Meetings

The School Board shall hold its regular meetings at times and on dates designated on a calendar adopted at the beginning of each fiscal year. Meeting dates may be changed with 10 days notice in accordance with State law. A meeting agenda shall be posted at the District's administrative office and the Board meeting room, at least 48 hours before a regular meeting. Items not specifically on the agenda may still be considered during the meeting.

Closed Meetings

The School Board and School Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District including hearing testimony on a complaint lodged against an employee or legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1)
2. Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2)
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5ILCS 120/2(c)(3)

4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public or public property. 5 ILCS 120/2(c)(8), as amended by P.A. 93-79 and 93-422..
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the District of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act. 5 ILCS 120/2(c)(21).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum present, taken at an open meeting. The vote of each School Board member present, and the reason for the closed meeting, shall be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted by a School Board quorum when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final School Board action shall be taken at a closed meeting. Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for special meeting, except that no public notice is required when the original meeting is open to the public and (1) is to be reconvened with 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any 3 members of the School Board by giving notice thereof, in writing, stating the time, place and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's administrative office at least 48 hours before the meeting and by notifying the news media which have filed a written request for notice. A meeting agenda shall accompany the notice.

No matters shall be discussed, considered, or brought before the School Board at any special meeting other than such matters as were included in the stated purpose of the meeting. However, the validity of any action taken by the Board at a special meeting which is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda.

Emergency Meetings

Notice of emergency meetings shall be given as soon as practicable to news media that have filed a written request for notice.

Posting on the District Web Site

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District Web site: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each regular meeting which shall remain posted until the regular meeting is concluded.

LEGAL REF.: Illinois School Code, Sec. 10-6 and 10-16 (105 ILCS 5/10-6 and 5/10-16); and Illinois Open Meetings Act, Sec. 1, *et seq.* (5 ILCS 120/1 *et seq.*)

CROSS REF.: 2.210, 2.220, and 2.230

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