

School Board

School Board Meetings

General

The Board of Education may take official actions only at duly called, legally conducted meetings as defined by State law. "Meeting" is defined as any gathering of a majority of a quorum of Board members for the purpose of discussing school district business. Consequently, the preparation for, conduct of, and actions taken at Board meetings are concerned with the welfare of District 204 schools.

All meetings of the Board of Education will comply with the requirements of the Illinois Open Meeting Act. Every meeting of the Board must be public, unless the subject matter of the meeting falls within the exceptions provided by law. The open meetings requirement applies not only to the Board itself, but also to any committees and sub-committees appointed by the Board or Superintendent.

For all meetings of the Board and its committees, the Superintendent or his/her designee will satisfy all notice and posting requirements contained herein, as well as the Open Meetings Act. This will include notification of news media that have officially requested such notice, and others approved by the Board. In addition, for the next meeting the Board agenda and the approved minutes of the most recent meetings are available on the District 204 web page at www.ipisd.org.

Unless otherwise specified by the Board, all meetings are held in the District's administrative office. However, no meeting required to be public by the Open Meetings Act will be held on a legal holiday.

Regular Meetings

The School Board will hold at least one (1) regular meeting every month at times and on dates designated on a calendar adopted each year. However, meeting dates may be changed with 10 days notice in accordance with State law.

A meeting agenda will be posted at the District's administrative office, and at the entrance of all District schools, 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 its committees may meet in a closed session 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 the hearing of testimony related to a complaint lodged against an employee or legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1)
2. Collective bargaining 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 vacancy on the Board, or the discipline or removal of a Board member, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3)
4. Evidence or testimony presented to a quasi-adjudicative body during an open hearing, or in a closed hearing specifically authorized by law, 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 to discuss 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. Emergency security procedures and the use of personnel and equipment to respond to actual danger to the safety of employees, students, staff, the public or public property, provided that a description of the actual danger is made a part of the motion to close the meeting. 5 ILCS 120/2(c)(8).
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 will 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 the disposition of a claim or potential claim might otherwise 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 the meeting is attended by a representative of the Illinois Association of School Boards. 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).

During any open meeting, a majority of a quorum of the Board may vote to hold a closed meeting, or to close a portion of the current meeting. The vote of each School Board member present, and the reason for the closed meeting, will be publicly disclosed and clearly stated in the motion and the meeting minutes.

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

The Board cannot take any final action during a closed meeting. Such final actions can only be taken during a regular session -- preceded by a public recital of the matter being considered and other information that will inform the public of the business being conducted.

Special Meetings

Special meetings may be called by the President or by any three members of the School Board. However, notice of such meetings must be given to other Board members -- in writing, stating the time, place and purpose of the meeting -- at least 48 hours before the meeting, by mail, or at least 24 hours before the meeting, by personal delivery .

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 that have filed a written request for such notice. A meeting agenda will accompany the notice.

No matters will be discussed, considered, or brought before the Board at any special meeting other than those matters that 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, will not be affected by other errors or omissions in the agenda.

Reconvened or Rescheduled Meetings

Any regular or special meeting may be rescheduled, recessed, or adjourned by passing a motion to that effect, stating the date, time, and place at which the meeting will be reconvened, if applicable. The reconvened meeting may be similarly recessed and reconvened as often as desired, except that no meeting should be recessed to a date beyond that of the next regular meeting.

Public notice of a rescheduled or reconvened meeting will be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and (1) is to be reconvened within 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.

If public notice of a recessed regular meeting has been given, all business may be transacted that would have been proper in the meeting from which recess was taken, including additions to the agenda. If public notice of a recessed regular meeting was not given, only items of business that were included in the original agenda may be transacted.

In the case of a recessed special meeting, additions to the agenda require not only that public notice be given, but also that all members are present and agree to such additions.

Emergency Meetings

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

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.: 270.01, 270.07 and 270.19

Adopted: 05/03/2004