

School Board

Board Meeting Procedure

General

The agenda for Board of Education meetings will be prepared by the Superintendent or his/her designee in consultation with the Board President. Other Board members may also place items on the agenda by submitting them in advance to the Superintendent and the President.

Further, District residents may suggest items for the agenda. However, such suggestions must be received by the Superintendent and President at least one week before the Board meeting and will be added to the agenda only upon their approval.

Additional items may be placed on the agenda at the beginning of a regular meeting if approved by a majority of those Board members present.

The Superintendent will provide a copy of the agenda, with adequate data and background information, to each Board member no later than the Friday preceding the Board meeting, except for a meeting held in the event of an emergency. Copies of the agenda will be placed in the District Administrative Center and at all District schools and posted on the District website. Copies will be available at the meeting for the convenience of visitors.

At each regular or special Board meeting, members of the public and employees of the District will be afforded time, subject to reasonable constraints, to comment to or ask questions of the Board.

Agenda

The order of business at regular Board meetings will be:

- I. Call to Order
- II. Roll Call
- III. Board Salutes
- IV. Public Comment, Communications, Petitions, Reports from Citizens and/or Representatives from Other Agencies
- V. Approval of Minutes
- VI. Business and Financial Items
 - (a) Approval of Treasurer's Report
 - (b) Schedule of Bills
- VII. Committee Reports
- VIII. Administrative Reports and Informational Items

- IX. Old Business
- X. New Business
- XI. Administrative Recommendations
- XII. Executive Session, as needed
- XIII. Adjournment

All public comment, communications, petitions, reports from citizens and/or representatives from other agencies will be limited to a maximum of three (3) minutes per person. The total time allotted for presentations will be limited to thirty (30) minutes, if possible. The Board may respond to any public comment at the current meeting or at a subsequent meeting, as appropriate.

Upon consent of a majority of members present, the regular order of business at any meeting may be suspended or adjusted.

Minutes and Recordings

The Recording Secretary will keep written minutes of all Board meetings in a punctual, orderly, and reliable manner. When approved by the Board, these minutes will be signed by the President and the Secretary.

The minutes include:

1. The date, time, and place of the meeting;
2. The names of all seven Board members, recorded as either present or absent;
3. A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of the "yeas", "nays", and "abstentions";
5. If the meeting is recessed to another date, the time and place of the recessed meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or to close a portion of a meeting and the reason for the closed meeting;
7. A record of all motions, including the names of those members making the motion and the second; and
8. The type of meeting, including any notices, and, if a reconvened meeting, the original meeting's date.

The minutes are submitted to the Board for approval or modification, at the next Board meeting.

The official minutes will be kept in the custody of the Recording Secretary. Minutes of open meetings are available for inspection -- during regular office hours -- within 7 days after the Board has approved them -- in the office of the Superintendent -- in the presence of the Secretary, the Superintendent, or any member of the Board.

The Recording Secretary will also keep a verbatim record of all closed meetings in the form of an audio or video recording.

The minutes and recordings of closed meetings are likewise available if the Board determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. The Policy and Human Resources Committees of the Board will meet semi-annually -- prior to June and December -- to review all closed-session minutes and recordings and recommend to the Board those minutes or recordings that should be made available to the public. The Board will meet periodically, but no less than twice each year, to review the minutes and recordings of all previous closed sessions that have not previously been reviewed. At such meetings, the Board will consider the Policy and Human Resources Committees' recommendations and determine and report in open session that (1) either the need for confidentiality still exists for all or part of those minutes and recordings, or (2) certain minutes and recordings or portions thereof no longer require confidential treatment and are available for public inspection.

Unless the Board has made a determination that the verbatim recording of a closed meeting no longer requires confidential treatment, or otherwise consents to disclosure, the verbatim record of a meeting closed to the public will not be open for public inspection or subject to discovery in any administrative proceeding other than one brought to enforce the Illinois Open Meetings Act. In the case of a civil action brought to enforce the Open Meetings Act, the court may conduct such in camera examination of the verbatim record as it finds appropriate in order to determine whether there has been a violation of the Open Meetings Act. In the case of a criminal proceeding, the court may conduct an in camera examination in order to determine what portions, if any, must be made available to the parties for use as evidence in the prosecution. If the court or administrative hearing officer determines that a complaint or suit brought for noncompliance under the Open Meetings Act is valid it may, for the purposes of discovery, redact from the minutes of the meeting closed to the public any information deemed to qualify under the attorney-client privilege.

The verbatim recording of a closed meeting may be destroyed without notification to or the approval of a records commission under the Illinois Local Records Act no less than 18 months after the completion of the meeting, but only after:

- (1) the Board approves the destruction of the particular recording; and
- (2) the Board approves minutes of the closed meeting that meet the written minutes requirements of the Open Meetings Act.

Only official minutes and recordings are available. The official record will not be removed from the Superintendent's office except by vote of the Board or by court order.

Quorum

Four members will constitute a quorum of the seven-member Board.

Rules of Order

At its organizational meeting, the Board may adopt a code of rules, regulations, and policies. Unless modified, the rules, regulations and policies will be the same as those used by the preceding Board.

The rules of the Board may be changed by a majority vote at any meeting of all members of the Board, provided that the proposed amendment was presented in writing at a previous meeting of the Board and is described in the current agenda.

A rule may be suspended or the order of business changed by a two-thirds (2/3) vote of all members of the Board.

The Board President, as the presiding officer, will use Robert's Rules of Order Newly Revised as a guide when a question arises concerning procedure. However, they are not binding and do not supersede the clear will and intent of the Board of Education.

The Board will not attempt to decide upon any request or issue raised during a meeting until the Board and its administrators have examined and evaluated all information relating to it. Once this has been done, the Superintendent will be given an opportunity to recommend an appropriate course of action.

Special consideration will be given in the case of emergencies.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Requests for special needs such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least two (2) hours before the meeting.

Recording meetings will not distract or disturb Board members, other meeting participants, or members of the public. However, the Board President may designate a location for the recording equipment, restrict the movements of individuals who are using recording equipment, or take any other steps believed necessary to preserve decorum and facilitate the meeting.

If a witness refuses to testify while being taped or filmed, the Board will prohibit such recording during the witness's testimony.

LEGAL REF.: Illinois School Code, Sec. 10-6, 10-7, 10-12 and 10-16 (105 ILCS 5/10-6, 5/10-7, 5/10-12 and 5/10-16);
Illinois Open Meetings Act, Sec. 2a, 2.02, and 2.06 (5 ILCS 120/2a, 120/2.02, 120/2.06); and
Illinois Local Records Act, Sec. 7 (50 ILCS 205/7).

CROSS REF.: 270 and 270.19

Adopted: 02/27/06