

**BOARD POLICY: MEETINGS OF THE BOARD OF EDUCATION**

**2030**

Page 1 of 4 pages

Section A - Regular Meetings

1. Regular meetings of the Board of Education of District #225 shall be held on the second and fourth Mondays of each month at a location and time approved by the board as part of the calendar of regular board meetings unless established by other action in keeping with provisions of the Open Meetings Act.
2. All regular, emergency and special meetings of the Board and all committee meetings shall be open to the public, subject only to public exclusion from closed sessions for matters which are permitted to be conducted in closed session by statute, regulation or case law.

Section B - Quorum and Participation by Audio or Video Means

1. A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the School board constitutes a quorum.
2. Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: 1) personal illness or disability, 2) employment or District business, or 3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the board secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The board secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, shall be deemed to be present at the meeting and may participate in all aspects of the Board meeting including voting on any item.

Section C - Meeting Procedures

1. The secretary of the Board of Education shall assume responsibilities relative to notification of time and place for all Board meetings and committee meetings, for the necessary physical arrangements, and for the distribution of appropriate materials relative to all meetings to the Board members. Such responsibilities shall be executed in compliance with relevant laws, statutes and Board policies and directives and with consideration for public accommodation.
2. The secretary of the Board shall prepare an agenda for each meeting of the Board subject to final revision and approval by the Board at the meeting. The agenda shall include items recommended by the Board, by the superintendent, and matters required by law or statute. Each Board agenda shall include Agenda Items for Future Board Meetings. At that time in the meeting individual Board members may propose topics for future Board agendas. The Board as a whole will then decide whether or not to place the proposed item on a future agenda.

3. Unless otherwise specified by legal requirements or specific Board actions all meetings of the Board shall be conducted under procedures established by the Board. In the event the Board reaches an impasse in establishing a procedure (or procedures), Robert's Rules of Order shall govern.
4. The secretary of the Board shall keep written minutes of each meeting with such annotation as the Board deems appropriate. After the minutes are approved by the Board, the minutes shall be signed by the president and secretary of the Board.
5. The secretary of the Board shall electronically record regular, special meetings, and closed sessions of said meetings of the Board and maintain the electronic recording until authorized by the Board to dispose of the recordings, except that electronic recordings of regular and special meetings may be destroyed, to the extent provided by law, upon approval by the Board of the minutes for those respective meetings.
6. Not less than semi-annually, the Board shall review the minutes, the electronic recording, or a review of a summary of the topics contained on the electronic recording from closed sessions that are currently unavailable for public release. As a part of said review, the Board may meet in closed session, and shall determine which, if any, minutes, no longer require confidential treatment and are available for public inspection. Such determination shall be reported in an open session immediately following said closed session, if held. At this same biannual review of the electronic recordings or review of a summary of the topics contained on the electronic recording, the Board can make a recommendation that certain electronic recording of closed sessions may be destroyed by a future Board eighteen (18) months after the creation date of each recording.
7. After eighteen (18) months have passed since being made, the electronic recording of a closed session will be destroyed, provided the Board has approved both (a) the destruction of such electronic recording, and (b) the written minutes of such closed session, which written minutes shall comply with the requirements of Section 2.06(a) of the Illinois Open Meetings Act (5 ILCS 120/2.06(a)), as amended from time to time. The consent agenda item for this meeting shall list the specific date of the meeting on the recording recommended for destruction.
8. At no time will an electronic recording be released that would violate State or federal privacy or confidentiality requirements, including, but not limited to, any matter concerning (1) a named student, (2) an employees or applicants personnel file and personal information, (3) school security plans, (4) communications between the Board and an attorney representing the district, and (5) all information exempted from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et. seq. No minutes will be destroyed if said minutes pertain to pending or potential litigation, provided that as to said pending or potential litigation the District has received written notice thereof.

9. Requests by members of the public for access to the electronic recording of a closed session will be denied unless the Board has found that the electronic recording no longer needs confidential treatment. Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities, e.g., in order to check the accuracy of minutes or to determine whether the electronic recordings no longer require confidential treatment. In the interest of encouraging free and open expression by Board members during closed sessions, the electronic recordings of closed sessions should not be used by Board members to confirm or dispute the accuracy of recollections.

Section D - Public Communications With Board

The Board of Education encourages full public communication with the Board, either in person at Board meetings or through written statements, including emails, directed to the Board. The only limitations on such communications are:

1. exclusion of the public from the Board's closed sessions,
2. all members of the public addressing the Board shall be bound by the rules of order governing oral comments at Board meetings as outlined in Section E of this policy.

As a matter of practice, the Board of Education does not respond to written communication in any form. However, the sender will receive confirmation that the communication has been received. The Board reserves the right to direct communication through district or school administration for appropriate action/response.

Section E - Comments from Members of the Public at Board Meetings

While the Board of Education welcomes comments from members of the public, meetings of the Board of Education are not public hearings, except as otherwise noticed or required by law. Meetings of the Board of Education are public open meetings conducted to carry out the business of school district governance. Therefore, to facilitate public comments and yet preserve the flow and the orderly completion of the meeting agenda, the Board has adopted the following rules of order for oral comments from members of the public.

1. a. A period for public comments shall be scheduled at or near the beginning of each regular or special Board meeting, and for each committee meeting conducted as a public meeting, open to the public. This public comment period shall normally be limited to 30 minutes; the public comment period may be extended beyond the 30 minute time period with the approval of the Board or may be moved to another time during a Board meeting, at the Board's discretion.
- b. The 30 minute time limitation shall not be in effect during formal "public hearings" mandated by statute or designated by the Board.
- c. Comments during the public comment period may concern items which are or are not on the meeting agenda except that public comments in a special Board meeting shall be limited to subjects appearing on the agenda for that special meeting.

- d. Public comments during specific agenda items, or at times other than the time designated for public comments, will not be permitted without the approval of the Board.
2. Individuals who have comments or questions concerning specific students, staff, programs or school practices shall be encouraged to discuss the issue with the school principal and the superintendent before bringing the issue to the attention of the Board.
3. Individuals requesting to comment shall identify themselves, and their residence (or if a legal representative, their business) address, and the topic they wish to review before addressing the Board. All comments and questions shall be directed to the president of the Board, or to the individual presiding over the meeting.
4. Members of the Board may ask clarifying questions of presenters. The Board shall have no obligation, however, to respond to comments made by members of the public.
5.
  - a. Oral comments shall normally be limited to 5 minutes per individual.
  - b. Presentations of more than 5 minutes in length shall be allowed with the approval of the Board and may be scheduled at the discretion of the Board.
6. Comments on topics not subject to the jurisdiction of the Board shall be out of order. The Board may choose to receive confidential information or information which could lead to disciplinary action pertaining to specific employees and any matters regarding individual students in closed session, and the President or person presiding over the meeting may rule to be out of order any public comments which may contain such adverse or confidential information regarding any student or district employees.

**Section F- Requests for Information**

The Board of Education has designated certain employees within the district to receive requests for information under the Illinois Freedom of Information Act (Board Policy & Procedures 9100). The Board encourages members of the public to utilize this procedure and directs the Board Secretary, as a designated employee to provide appropriate responses to requests for information.

The Board Secretary shall prepare a Freedom of Information Act request form and shall make the form readily available at Board meetings and at the district office for members of the public to use to request information.

**Section G - Press Coverage**

The Board of Education encourages full press coverage of all of its meetings that are open to the public and directs the director of public information to provide appropriate assistance which will facilitate such coverage.

Approved: August 20, 1973

Revised: September 19, 1977; January 14, 1985; December 7, 1992; February 28, 1994; February 28, 2000; June 11, 2001; March 15, 2004; September 27, 2004; July 7, 2008, April 12, 2010, March 19, 2012