

Board of Education

Types of Board of Education Meetings

General

For all School Board meetings, the Superintendent or designee shall satisfy all notice and posting requirements contained in this policy, as well as the Open Meetings Act. This shall include mailing meeting notification 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 administrative offices.

It is the expectation that Board members will attend meetings in person. Board members may attend meetings via a telephone conference call and speaker telephone whenever personal attendance would be difficult. In such instances, a speaker phone which can be heard by all persons attending the meeting will be used.

Regular Meetings

The School Board shall hold its regular meetings at times and on dates designated on a calendar adopted at the organizational meeting in November. Meeting dates may be changed with 10 days notice in accordance with State law. A meeting agenda shall be posted at the District administrative office and the Board meeting room at least 48 hours before a regular meeting is held. Items not specifically on the agenda may still be considered during the meeting with the unanimous consent of the Board.

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 public body, including hearing testimony on a complaint lodged against an employee to determine its validity. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body 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 this Act, including

a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 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 this 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 public body, 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 public body. 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 or public property, provided that a description of the actual danger shall be 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 particular public body has been filed and is pending before a court or administrative tribunal, or when the public body 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 public body or any intergovernmental risk management association or self insurance pool of which the public body 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 public body is a member. 5 ILCS 120/2(c)(16).

14. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 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, 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.

Community Conversation Meetings

The School Board shall hold regular conversational community meetings at times and on dates designated on a calendar adopted at the organizational meeting in November. Meeting dates may be changed with 10 days notice in accordance with State law. A meeting agenda shall be posted at the District administrative office and the Board meeting room at least 48 hours before such a meeting is held. The only item on the agenda for such meetings will be public comment, and no matters shall be considered by the Board.

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 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.

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 administration office at least 48 hours before the meeting; and by notifying the news media which have filed a written request for notice. News media which have given the Board an address or

telephone number within the territorial jurisdiction of the District shall be given notice in the same manner as that given School Board members. 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.

Emergency Meetings

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

LEGAL REF.: 5 ILCS 120/1 et seq.
105 ILCS 5/10-6, 5/10-12 and 5/10-16.

CROSS REF.: 2.210, 2.220, 2.230

Adopted: October 11, 1995
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