

## Board of Education

### Board of Education Meetings

#### Agenda

The agenda for Board of Education meetings shall be prepared by the Superintendent in consultation with the President.

Items submitted by the Administration or Board of Education members to the Superintendent or the President by Thursday prior to the Board Meeting shall be placed on the *written* agenda. District residents may suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least one week before the Board of Education meeting.

Items may be added to the agenda at the beginning of a regular meeting upon unanimous approval of those Board members present. Normally, except in emergencies, new agenda items will not be acted upon during the first meeting at which they are raised. The normal process for action by the Board will be as follows:

- a) When an item is presented for consideration, the Board must determine whether it is appropriate for Board discussion and District action
- b) If so determined, it will be placed on a future agenda as a discussion item.
- c) After sufficient discussion, it will be placed on an agenda as an action item. (With unanimous Board approval, immediate action may be taken on a discussion item.)

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board of Education member at least 48 hours before each meeting, except a meeting held in the event of an emergency.

The order of business at regular Board of Education meetings shall include:

1. Call to Order & Roll Call
2. Pledge of Allegiance
3. Communication with Host School (if appropriate)
4. Modifications to the Agenda
5. Public Comments Related to Listed Agenda Items
6. Recognitions and Achievements
7. Superintendent's Report
8. Reports to the Board of Education
  - (a) Consent Agenda
  - (b) Action Items
  - (c) Discussion Items
  - (d) Oral Reports
  - (e) Written Reports
9. Reports from Board Members

10. Public Comments Related to Items Not Listed on the Agenda
11. Topics for Future Discussion
  - (a) Announce items expected to be on the next regular agenda
  - (b) Hear suggestions from Board members and/or Superintendent and Staff
11. Announcements
12. Closed Session (if required)
13. Adjournment

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

### Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board of Education, with a quorum being present, a majority of the votes cast shall determine its outcome. When votes are entered in the minutes, "present" or "abstain" votes shall be recorded as such. A vote of "present" or "abstain" is not counted as either a "yea" or "nay." However, an "abstain" or "present", or a vote other than "yea" or "nay", or a failure to vote, is counted as a negative vote when: (1) an "affirmative vote" of a majority is required by statute for passage, or (2) the Board is acting in a quasi-judicial manner and a member's participation would be unfair, such as when the member was not present for the entire hearing. On a tie vote, the motion is lost.

The sequence for casting votes shall be rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes.

### Minutes

The Secretary shall keep written minutes of all Board of Education meetings, which shall be signed by the President and the Secretary.

The minutes include:

1. The date, time, and place of the meeting;
2. Board of Education 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, the "yeas" and the "nays" shall be recorded;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting and the reason for the closed meeting;
7. A record of all motions, the member 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 for the previous month's meetings are submitted to the Board of Education at the first regular Board meeting of the following month for approval or modification.

The Board of Education's minutes must be submitted to the Board's Treasurer on the first Monday of April and October, and at other times as the Treasurer may require.

The official minutes are in the custody of the Secretary. Minutes of open meetings are available for inspection during regular office hours within 7 days after the Board's approval, in the office of the Superintendent, in the presence of the Secretary, the Superintendent, or any member of the Board of Education. Minutes of closed meetings are likewise available if the Board of Education determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. The Board of Education shall meet at least once every 6 months to review minutes of closed meetings. Only official minutes are available. The official record shall not be removed from the Superintendent's office except by vote of the Board of Education or by court order.

#### Quorum

A majority of the full membership of the Board of Education shall constitute a quorum whether individuals are present physically or via a speaker telephone.

#### Rules of Order

The Board President, as the presiding officer, will use Robert's Rules of Order Newly Revised as a reference when a question arises concerning procedure.

#### Broadcasting and Recording Board Meetings

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

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

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

## Closed Sessions

### Authorizing a Closed Session

The Board may meet in closed session when: (1) a majority vote at an open meeting where a quorum is present authorizes a closed session meeting; and (2) the voting members invoke, and the minutes reflect, a citation to 5ILCS 120/2©, the portion of the Open Meetings Act that allows the Board to meet in closed session.

### Record of Closed Sessions

Closed session meetings will be recorded on audiotape. Each recording will be retained for at least 18 months after it is created. After the 18-month retention period concludes, the recording will be destroyed if the Board approves both (1) the destruction of the recording and (2) the written minutes documenting the relevant closed session proceedings. Minutes and recordings will not be released if confidentiality is necessary to protect either the public interest, the interest of the School District, or the privacy of an individual. Recordings will be made publicly available only after the Board's approval or pursuant to a court order.

Written minutes of closed session meetings must include the date, time, and place of the meeting, the members present and absent, and a summary of the matters discussed. At least every six months, the Board will review the minutes of all closed sessions not previously released and will decide which, if any, no longer require confidentiality and should be made available for public inspection. The Board will report the results of this review in open session. The Board will vote in open session to approve any minutes of closed session meetings and to destroy recordings of those sessions (after the 18-month retention period has expired).

The Superintendent will implement procedures consistent with this policy.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, and 120/2.06.  
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.  
Prosser v. Village of Fox Lake, 438 N.E.2d 134 (1982).

CROSS REF.: 2.200, 2.210, 2.230

Adopted: October 11, 1995  
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