

### **Types of Board Meetings**

#### General

For all meetings of the Board and its committees, the Superintendent shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District Office. The Board policy addressing school board meeting procedures governs meeting quorum requirements

#### Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular board meetings. Meeting dates may be changed with 10 days' notice in accordance with state law. A meeting agenda shall be posted at the District Office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

#### Closed Meetings

The Board and 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 the Open Meetings 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 the Open Meetings 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. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 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 Government 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 the Open Meetings 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 board member present, and the reason for the closed meeting, will 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 when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

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 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 Office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

No matters will be discussed, considered, or brought before the Board at any special meeting other than such matters as were included in the stated purpose of the meeting.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all board meetings; and (3) the agenda for each regular meeting shall remain posted until the regular meeting is concluded.

Meeting Notices

<b>Type of Meeting</b>	<b>Public Notice</b>	<b>Notice to Board</b>	<b>Agenda</b>	<b>Notice to News Media</b>	<b>District Website</b>
<u>Regular</u>	Given once a year when Board adopts its regular meeting schedule. 5 ILCS 120/2.02. 105 ILCS 5/10-6, 5/10-16.	None required.	Posted at the District Office and at the meeting site, at least 48 hours before the meeting. 5 ILCS 120/2.02.	Supplied to any news media that filed an annual request for such notices. 5 ILCS 120/2.02.	Post the annual schedule of regular meetings and post a public notice of each meeting along with the meeting agenda. 5 ILCS 120/2.02.  No later than 7/1/06, post regular board meeting minutes within 7 days after approval; the minutes remain there for at least 60 days. 5 ILCS 120/2.06.
<u>Special</u>	Given 48 hours before the meeting by posting a copy of the notice at the District Office or, if no such office exists, at the meeting site. 5 ILCS 120/2.02	Notice served by mail 48 hours before the meeting or by personal service 24 hours before the meeting. 105 ILCS 5/10-16.	Included with the public notice. 5 ILCS 120/2.02.	Supplied to any news media that filed an annual request. Must also give the same notice as that given board members if the news media provides an address or telephone number within the District's jurisdiction. 5 ILCS 120/2.02.	Post a public notice. 5 ILCS 120/2.02.
<u>Emergency</u>	Post the notice at the District Office or, if no main office exists at the meeting site, as soon as practicable before the meeting. 5 ILCS 120/2.02.	None specified, but advisable to provide same notice as for special meetings.	No state law requirements.	Supplied to any news media that filed an annual request. Must also give the same notice as that given board members if the news media provides an address or telephone number within the District's jurisdiction. 5 ILCS 120/2.02.	Post a public notice. 5 ILCS 120/2.02.

<p><u>Closed</u></p>	<p>May hold a closed meeting, or close a portion of a public meeting, upon a majority vote of a quorum present, taken at a properly noticed open meeting. 5 ILCS 120/2a.</p>	<p>None required.</p>	<p>None required, but only topics specified in the vote to hold the closed meeting may be considered. 5 ILCS 120/2a.</p>	<p>No additional notice required.</p>	<p>Post a public notice. 5 ILCS 120/2.02.</p>
<p><u>Rescheduled</u> or <u>Reconvened</u></p>	<p>Post a notice at the District Office, or if no main office exists, at the meeting site at least 48 hours before the meeting. No notice is needed when an open meeting is reconvened within 24 hours, or when the time and place of a reconvened meeting was announced at the original meeting and the agenda is not changed. 5 ILCS 120/2.02.</p>	<p>None required.</p>	<p>Included with any public notice. 5 ILCS 120/2.02.</p>	<p>Supplied to any news media that filed an annual request. Must also give the same notice as that given board members if the news media provides an address or telephone number within the District's jurisdiction. 5 ILCS 120/2.02.</p>	<p>Post a public notice. 5 ILCS 120/2.02.</p>

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LEGAL REF.: 5 ILCS 120/1 et seq.  
105 ILCS 5/10-6 and 5/10-16.  
CROSS REF.: 2.210, 2.220, 2.230, 6.235

Adopted: August 5, 1968  
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