



# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

## **BOARD OF EDUCATION**

### **TYPES OF BOARD OF EDUCATION MEETINGS**

Official action by Board of Education members must occur at a duly called and legally conducted meeting. "Meeting" is defined as any gathering of the majority of a quorum of Board members for the purpose of discussing School District business. A quorum of the Board must be physically present at all Board meetings. The Superintendent or designee 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.

#### **Regular Meetings**

All formal actions of the Board will take place at open meetings at which members of the general public and representatives of the news media are welcome. Meetings will be held at the District Office at times and on dates designated on a calendar adopted at the Board's organizational meeting. The Board may change a regular meeting date or time by giving 10 days notice.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, as well as on both campuses, at least 48 hours before the meeting. Items not specifically on the agenda may still be considered during the meeting, but action may not be taken on the non-agenda item.

#### **Special Meetings**

Special meetings may be called by the President of the Board or any three members of the Board by giving notice thereof in writing, stating the time, place and purpose of the meeting. Such notice shall be served on Board members at least 48 hours before such meeting. Public notice of a special meeting is given by posting a notice at the District Office and at both campuses at least 48 hours before the meeting, and by notifying local news media which have filed a written request for notice, in the same manner as provided for the notification of Board members. A meeting agenda will accompany the notice. Only such business as specified in the Special Meeting agenda shall be discussed, considered, or brought before the Board.

### **Adjourned Meetings**

The Board may adjourn and reconvene a meeting to any fixed date for the completion of any unfinished business, except that no adjournment should be made to a date beyond the date of the next scheduled regular meeting. Public notice of an adjourned meeting shall be given in the same manner as that prescribed for a special meeting, except that no public notice is required when the meeting is to reconvene within 24 hours of the original meeting or when an announcement of the time and place of the adjourned meeting was made at the original meeting and there is no change in the agenda.

If public notice of an adjourned regular meeting is given, all business may be transacted which would have been proper in the meeting from which adjournment was taken, including additions to the agenda.

### **Emergency Meeting**

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.

### **Closed Sessions**

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 or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body 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, school building safety and security, 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 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 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.

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

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 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 and recordings 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).

Information will not be disclosed under this policy if it would violate state or federal laws requiring the confidentiality or privacy of information, including student records, employment applications or personnel files, attorney-client communications, school security plans, and information exempt from disclosure under the Freedom of Information Act. The Board will implement procedures consistent with this policy.

#### **Posting on the District Website**

In addition to the other notices specified in this policy, the Superintendent or designee 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

**Legal Reference: 5 ILCS 120/2.06**

**105 ILCS 5/10-6 and 5/10-16**

**23 Ill. Admin. Code §**

**1.210(b)(3) Revised: 4/10/78**

**Revised: 6/23/94**

**Revised: 8/24/98**

**Revised: 12/15/03**

**Affirmed: 3/20/2006**

**Approved: 8/23/2010**

**Revised: 4/18/2016**