

Governing Board

Governing Board Minutes

The Secretary shall keep written minutes of all Governing Board meetings. The minutes shall be kept in an official minute book and shall be a complete record including resolutions and motions in full.

The minutes include:

1. The meeting's date, time, and place;
2. Members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
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 with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, the members 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.

Copies of the minutes shall be sent to the Governing Board before the meeting at which they are approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the secretary and president upon approval. At least semi-annually, in an open meeting the Governing Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides, which, if any, no longer require confidential treatment and shall be available for public inspection. The Governing Board may meet in a prior closed meeting to review the minutes from closed meetings that are currently unavailable for public release.

Distribution of the minutes shall be as follows: all members of the Governing Board; Executive Board; all member district superintendents. After approval, copies shall also be posted at the administrative office and all other SEDOL facilities. Copies will be provided to the press and interested citizens upon request after approval.

The official minutes are in the custody of the Superintendent. Open meetings' minutes are available for inspection during regular office hours within 7 days after Board approval, in the office of the Superintendent or designee. The open meetings minutes shall be posted on the SEDOL website within 7 days of the Governing Board's approval.

Minutes from closed meetings are likewise available, but only if the Governing Board has released them for public inspection. Only minutes that have been approved are available. The official record shall not be removed from the Superintendent's office except by vote of the Governing Board or by court order.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

During the Board's semi-annual meetings to review the closed session minutes, the Board or Board's attorney will also review the audio recordings of closed meetings in order to determine whether: (1) there continues to be a need for confidentiality, or (2) the recordings no longer require confidential treatment and are available for public inspection. At no time will an audio 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 employee's or applicant's personnel file and personal information, (3) school security plans, (4) communications between the Board and an attorney representing the Cooperative, and (5) all information exempted from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Requests by members of the public for access to a recording of a closed meeting will be denied unless the Board has found that the 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 recordings no longer require confidential treatment. In the interest of encouraging free and open expression by Board members during closed meetings, the recording of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

LEGAL REF.: 105 ILCS 5/10-20.19, 10-22.31, 24-11, 24-12.
Articles of Joint Agreement

CROSS REF.: 1:10 (District Legal Status), 2:10 (District Governance), 2:52 (Governing Board Meetings), 2:240 (Executive Board Policy Development)

ADOPTED: August 25, 2004

REVISED: June 21, 2006; June 20, 2007