OPEN MEETINGS: BOARD OF DIRECTORS' FINAL ACTION; WEBSITE POSTING OF MEETING NOTICES, AGENDAS, AND MINUTES; AND PHYSICAL POSTING OF NOTICES AND AGENDAS

I. Final Action

Prior to the Board taking any final action on a matter at an open session, the Board Chair, or any person acting in his or her stead, shall publicly describe the nature of the issue before the Board and such other information as will inform the public of the business being conducted during the discussion of the matter. If no discussion occurs on a matter upon which the Board is to take final action, the motion itself shall describe the nature of the action being considered.

II. Website Posting of Meeting Notices, Agendas, and Minutes

A. Notices: The Board shall post on its website notices of all of its meetings as set forth in Section 2.02 of the Open Meetings Act. The notice of an annual meeting schedule shall remain posted on the website until a new public notice of the schedule of regular meetings is approved by the Board. The notice of a regular meeting shall remain posted on the website until the conclusion of the regular meeting.

B. Agendas: The Board shall post the agenda of any regular meetings on the Board's website as set forth in Section 2.02 of the Open Meetings Act. A regular meeting agenda shall remain posted on the website until the conclusion of the regular meeting.

C. Minutes: The Board shall post the minutes of its regular meetings open to the public on the Board's website within ten (10) days of the approval of the minutes by the Board. Any minutes of meetings open to the public posted on the Board's website shall remain posted on the website for at least sixty (60) days after they are initially posted on the website.

III. Physical Posting of Notices and Agendas

Notices and agendas of meetings shall be posted at the Business Office and the location where a meeting is to be held, as may be applicable, in accordance with the Open Meetings Act and the School Code.

Board Adoption Date: August 9, 2016.

Revised: February 9, 2022.

Revised -Approved Date: March 9, 2022.

Legal Reference: 5 ILCS 120/2, 120/2.02, 120/2.06