NORTHERN KANE
Educational Corp.

OPEN MEETINGS: BOARD OF DIRECTORS' MINUTES AND VERBATIM RECORDS; REVIEW OF CLOSED SESSION MINUTES; AND VERBATIM RECORDS DESTRUCTION

I. Minutes and Verbatim Records

The Board shall keep and maintain written minutes of all open and closed session meetings and a verbatim record, in the form of an audio or video recording, of all closed meetings held. All minutes and verbatim records shall include: 1) the date, time, and place of the meeting; 2) a listing of Board members present and absent; 3) a summary of discussions on all matters which are proposed, deliberated, or decided at the meeting; and 4) a record of any motions made and votes taken.

A public body shall approve the minutes of its open meeting within thirty (30) days after that meeting or at the public body's second subsequent regular meeting, whichever is later. The minutes for open meetings will be made available for public inspection within ten (10) days after the Board approves such minutes.

II. Review of Closed Session Minutes

The Board shall, in closed session, meet periodically, but not less than semi-annually, to review the minutes and recordings of its closed session meetings. During such review, the Board shall determine, and shall thereafter report in open session: 1) whether the need for confidentiality still exists as to all or part of the closed session minutes or recordings under review, or 2) whether the minutes or recordings or portions thereof no longer require confidential treatment and can be made available for public inspection. The Board shall accomplish this review in the following manner:

A. At its initial closed session meeting held in accordance with this policy, the Board of Directors shall review all closed session minutes and recordings approved by the Board prior to the date of the meeting and determine whether the need for confidentiality still exists as to all of those minutes and recordings or any portions thereof. Additionally, the Board shall direct the secretary to prepare a summary of the contents of all closed session minutes and recordings approved to that date, which summary shall be used during future reviews to assist the Board in making its semiannual determinations. The summary shall identify the minutes by the date of the closed session and shall briefly describe the contents of the minutes and the type of detail included.

B. Thereafter, the Board shall meet in closed session at its January and June meetings to review the prepared summary of previously-reviewed closed session minutes and the actual minutes of all closed sessions held since the last review occurred. The Board shall determine whether the need for confidentiality still exists as to all or part of the minutes physically before it or listed on the prepared summary. The Board shall then direct the secretary to list on the closed session minutes summary all of the minutes reviewed since the summary was last prepared.

C. If the Board finds that it is no longer necessary to protect the public interest or the privacy of an individual by keeping specific closed session minutes and recordings confidential, then the Board shall determine those minutes and recordings or portions thereof are no longer confidential.

III. Verbatim Records Destruction

The Board shall destroy verbatim records of closed meetings, without notification to or approval from a records commission or State Archivist, after twenty-four (24) months from the date of the recorded meeting unless needed for a specific purpose as determined by the Board. Prior to the destruction of a verbatim record, the Board must approve: 1) the destruction of the particular recording, and 2) closed meeting minutes that meet the requirements set forth in Section II above.

Board Adoption Date: August 9, 2016.

Revised: March 6, 2022.

Revised-Approved Date: April 11, 2022.

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