**SCHOOL BOARD**

**Exhibit – Board Treatment of Closed Meeting Verbatim Recordings and Minutes**

The following procedures govern the verbatim audio recordings and minutes of School Board meetings that are closed to the public.

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before any Board meeting:</strong></td>
<td><strong>Superintendent or designee</strong></td>
</tr>
<tr>
<td><strong>Before a closed meeting:</strong></td>
<td><strong>Board President or presiding officer</strong></td>
</tr>
<tr>
<td><strong>Before a closed meeting:</strong></td>
<td><strong>Superintendent or Board Secretary</strong></td>
</tr>
<tr>
<td><strong>During a closed meeting:</strong></td>
<td><strong>Board President or presiding officer</strong></td>
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### SCHOOL BOARD

#### Exhibit – Board Treatment of Closed Meeting Verbatim Recordings and Minutes

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- The Recording Secretary,
- The Superintendent or designated administrator, or
- Any elected Board member; and

3. Logs the access to the recordings in 2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings.  

**For Closed Meeting Minutes**

Prepares written closed meeting minutes that include:

- The date, time, and place of the closed meeting
- The Board members present and absent
- A summary of discussion on all matters proposed or discussed
- The time the closed meeting was adjourned

**Upon request of a Board member:**

1. Provides access to the closed session minutes at a reasonable time and place without disrupting District operations;

2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District:
   - The Recording Secretary,
   - The Superintendent or designated administrator, or
   - Any elected Board member; and

Logs the access in 2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings.

**After a closed meeting:**

School Board  

Approves the previous closed meeting minutes at the next open meeting.

**In preparation for the semi-annual review:**

Superintendent or designee  

Prepares a recommendation concerning the continued need for confidential treatment of closed meeting minutes; includes this recommendation in the packet for the meeting in which the Board will conduct its semi-annual review.

This step is in preparation of the Board’s meeting to decide whether the need for confidential treatment of specific closed meeting minutes continues to exist. If the Board wants to discuss closed meeting minutes in closed session, places “review of unreleased closed meeting minutes” on a closed meeting agenda.

Places “result of Board’s review of unreleased closed meeting minutes” on a subsequent open meeting agenda.

**In preparation for the semi-annual review:**

Individual School Board members  

Before the meetings in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent.

Individual Board members should consider: (1) the Superintendent’s recommendation, (2) the recommendation of the Board attorney, (3) other Board members’ opinions, (4) the minutes themselves, and/or (5) whether the minutes would be exempted from public disclosure under the Illinois Freedom of Information Act.

**During the semi-annual review:**

School Board  

The Board decides in open session whether: (1) the need for confidentiality still exists as to all or part of closed meeting minutes, or (2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.
## Exhibit – Board Treatment of Closed Meeting Verbatim Recordings and Minutes

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Action Description</th>
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<tbody>
<tr>
<td><strong>After the semi-annual review:</strong> Superintendent or designee</td>
<td>Re-labels and re-files closed meeting minutes as appropriate.</td>
</tr>
<tr>
<td><strong>Monthly:</strong> Board President</td>
<td>Adds “destruction of closed meeting audio recording” as an agenda item to an upcoming open meeting.</td>
</tr>
<tr>
<td><strong>Monthly:</strong> School Board</td>
<td>Approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist.</td>
</tr>
</tbody>
</table>

**LEGAL REF.:** 5 ILCS 120/1, *et seq.*

Adopted 1-20-04  
Revised 1-18-05  
Revised 05-19-09  
*Revised _________*