

Board of Education

Exhibit - Open Meeting Minutes 1

Meeting Minutes Protocol

1. Meeting minutes are the permanent record of the proceedings during a Board of Education meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of members making specific points during discussion. Requests from individual Board members to include their vote or an opinion are handled according to Board policy 2:220, *Board of Education Meeting Procedure*.
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed ~~with the minutes but~~ **as part of the Board meeting packet** do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. ~~Although~~ **Since the Board may talk about** items ~~may be considered by the Board~~ in a different order than ~~appeared~~ **how they appear** on the agenda, ~~items in the minutes are generally~~ **the items will be recorded in the minutes** in the same order as they ~~are discussed~~ **appeared on the agenda**. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective but positive/constructive tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals' names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the ~~minutes but do not become part of the minutes~~ **Board packet for that meeting**.
9. The following template generally governs meeting minutes.

1 Other than the required inclusions, the listed meeting protocols are at the board's discretion. They should facilitate a discussion and common understanding concerning what the board wants recorded in its meeting minutes. The required inclusions for meeting minutes are: (5 ILCS 120/2.06)

1. The meeting's date, time, and place;
2. Board members recorded as either physically present, remotely 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/or *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting; and
6. When a vote is taken to hold a closed meeting, the vote of each member and the reason for the closed meeting with a citation to the specific exception authorizing the closed meeting.

Open Meeting Minutes

Date: _____ Time: _____

Location: _____

Type of meeting: Regular Special Reconvened or rescheduled Emergency

Name of person taking the minutes: _____

Name of person presiding: _____

Members in attendance:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Members absent:

- 1.
- 2.
- 3.

Members in attendance remotely:

- 1.
- 2.
- 3.

Approval of Agenda

List any items removed from the consent agenda:

Motion made by: _____

Motion: To approve

To add items as follows: *(No action may be taken on new agenda items.)*

Motion seconded by: _____

Action: Passed Failed

Special Reports

- Public hearings (levy, audit, budget, etc.)
- Student presentations
- Reports from the administration, board or district committees, community organizations, etc.

Public Comments *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

Name: _____

Topic:

Approval of Previous Meeting Minutes *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on: _____

Motion made by: _____

Motion: To approve

To approve subject to incorporation of the following amendment(s):

Motion seconded by: _____

Action: Passed Failed

Approval of Items on Consent Agenda *(Delete if the Board does not use a consent agenda.)*

Summary of discussion:

Motion to approve the consent agenda made by: _____

Motion seconded by: _____

Roll Call: *(Needed when consent agenda contains an item involving the expenditure of money.)*

“Yeas”

“Nays”

Action: Passed Failed

Remaining Agenda Action Items *(Reproduce this section for each agenda action item.)*

Agenda Action item:

Summary of discussion:

Motion to approve made by: _____

~~Motion to:~~

Motion seconded by: _____

Action: Passed Failed

(If a roll call vote occurred, record the vote of individual Board members.)

“Yeas”

“Nays”

Committee/Work Group Reports

- **Update on board yearly priorities**
- **Standing board committee reports**
 - Facilities update (FAC)
 - Financial update (FORC)
 - Legislative update (CLAIM)
 - Other committees that have requested or require time on the agenda
- **Administrative Items**
 - Policy review
 - Presentation of financial information
 - Discussion of administrative proposals or reports

Concluding Items

- Superintendent’s report
- Board concerns and announcements
- Board response to public comment
- Preview agenda for the next board meeting

If Applicable, Approval of Motion to Adjourn to Closed Meeting (*Insert 2:220-E2, Motion to Adjourn to Closed Meeting.*)

Approval of Motion to Adjourn

Motion to adjourn made by: _____

Motion seconded by: _____

Action: Passed Failed

Time of adjournment: _____

~~Post-Meeting Action~~

~~Date minutes approved: _____~~

~~Date minutes were available for public inspection: _____~~

~~Date minutes were posted on District website: _____~~

DATED: