

## *Document Status: Draft Update*

### **Board of Education Meeting Procedure**

#### **2:220-E6 Exhibit - Log of Closed Meeting Minutes**

The purpose of this log is to facilitate the Board's semi-annual review of closed meeting minutes. *Semi-annual* means every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the board. [5 ILCS 120/2.06](#)(d), amended by P.A. 102-653. See 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

The Board Secretary or Recording Secretary shall maintain a list of closed meeting minutes, arranged according to the reason for the closed meeting, that have not been released for public inspection.

#### **Closed Session Held to Discuss:**

Specific employee(s), specific independent contractors, specific volunteers, or District legal counsel; however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. [5 ILCS 120/2](#)(c)(1), amended by P.A. 101-459.

Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees.

[5 ILCS 120/2](#)(c)(2).

Selection of a person to fill a vacancy on the Board. [5 ILCS 120/2](#)(c)(3).

Evidence or testimony presented in a hearing where authorized by law. [5 ILCS 120/2](#)(c)(4).

Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. PRESSPlus1

Purchase or lease of real property. [5 ILCS 120/2](#)(c)(5).

Setting of a price for sale or lease of District property. [5 ILCS 120/2](#)(c)(6).

Sale or purchase of securities, investments, or investment contracts. [5 ILCS 120/2\(c\)\(7\)](#).

Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. [5 ILCS 120/2\(c\)\(8\)](#).

Student disciplinary cases. [5 ILCS 120/2\(c\)\(9\)](#). *Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.*

Any matter involving an individual student. [5 ILCS 120/2\(c\)\(10\)](#). *Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.*

Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. [5 ILCS 120/2\(c\)\(11\)](#).

Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. [5 ILCS 120/2\(c\)\(12\)](#).

Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. [5 ILCS 120/2\(c\)\(16\)](#).

Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. [5 ILCS 120/2\(c\)\(21\)](#).

Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. [5 ILCS 120/2\(c\)\(29\)](#).

## **PRESSPlus Comments**

[PRESSPlus 1](#). Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. **Issue 113, October 2023**