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**TO: Members, Board of Education
Dr. Al Roberts, Superintendent**

FROM: Chris Jасulca

RE: Adoption of Verbatim Record of Closed Meeting Bylaw

DATE: October 12, 2010

During its meeting on September 28, 2010, the Board of Education conducted a first reading of bylaw 0168.2 (Verbatim Record of Closed Meeting), which was revised by the policy committee to address the following issues:

- Board member access to copies of recordings
- The removal of original versions of recordings from the building where they are stored and maintained

After discussing the committee's recommended revisions to the bylaw, which were based on discussions that took place at its meetings during the past few months, extensive research it conducted regarding the issues above, and feedback provided by experts from Neola and HLERK (the district's legal counsel), the board suggested removing the fourth sentence of the fifth paragraph, which read:

A copy of the written index of recordings and their location shall be given to and also maintained by a duly appointed member of each Board committee.

Instead, the written index of all closed session recordings of the board or its committees shall be maintained by the board secretary or his/her designee.

Attached is the latest version of the bylaw, which features recommended revisions in bold text. It was made available for review by the general public via <http://www.op97.org/boe/policies.html> on the district's Web site; and is being presented to the board tonight for adoption.

Attachments:

- Bylaw 0168.2 (Verbatim Record of Closed Meeting)

