



*...the educational prism through which students realize meaning and purpose in their lives...*

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

**FROM: Chris Jasculca**

**RE: First Reading of Policies**

**DATE: September 28, 2010**

The District 97 Policy Committee (Rance Clouser, Jim Gates and Chris Jasculca) was charged by the Board of Education to review bylaw 0168.2 (Verbatim Record of Closed Meeting) and determine if revisions needed to be made 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

The committee is recommending several changes be made to the bylaw based on the discussions that took place at its meetings during the past few months, the extensive research it conducted regarding the issues above, and the feedback provided by experts from Neola and HLERK (the district's legal counsel). These changes, include, but are not limited to:

- Specifying that the board secretary or his/her designee will maintain all closed session recordings of the board and/or its committees, except in cases when the session involves a topic for which it may not be appropriate for the recording to be maintained by that individual. In those cases, the recording will be maintained by the superintendent.
- The board secretary shall maintain a log of all recordings.
- No copies of recordings will be made for members of the general public.
- Members of the public body (the board) may request copies of the recordings, which will be made and distributed by the board secretary or his/her designee. Members of the public body who request copies of recordings are prohibited from making any additional copies, and must return them to the Board Secretary or his/her designee no later than 30 days after they receive them unless granted an extension of time that is authorized by the Board President. Upon return, such copies shall be destroyed.
- No original versions of recordings will be removed from the building where they are being stored and maintained by the Board Secretary or his/her designee.
- The recording of a closed meeting may be destroyed no earlier than 24 months after the completion of the closed meeting if the public body conducting the closed meeting approves the destruction of the particular recording and if it approves minutes of the closed meeting that are in accord with the written minutes requirement of Section 2.06(a) of the Act.

Attached is the bylaw, which features proposed revisions in bold text. It has been made available for review by the general public via the Policies/Publications page (<http://www.op97.org/boe/policies.html>) on the district's Web site; and is being presented to the board tonight for a first reading, with a second reading and adoption scheduled for the meeting on October 12, 2010.

Attachments:

- Bylaw 0168.2 (Verbatim Record of Closed Meeting)