

School Board

Exhibit - Open Meeting Minutes

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, *School Board 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 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 items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they 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.
9. The following template generally governs meeting minutes.

Open Meeting Minutes:



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES
DATE

*Minutes of the regular meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, held: LOCATION, ADDRESS, on DATE at TIME*

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

President _____ called the Regular Meeting to order at ____ p.m. Roll call was taken and the Pledge of Allegiance was recited:

MEMBERS PRESENT

MEMBERS ABSENT

ADMINISTRATIVE TEAM MEMBERS

2. AUDIENCE TO VISITORS

3. DISTRICT RECOGNITION

4. CONSENT AGENDA

(Any member of the Board wishing to vote separately on a Consent Agenda item should request removal of that item from the Consent Agenda.)

a. APPROVAL OF MINUTES

I. Regular Board Meeting Minutes - DATE

II. Regular Board Meeting - Closed Session Minutes - DATE

b. EMPLOYMENT MATTERS

c. POLICIES

ITEM PLACEHOLDER

- d. It was moved by Member _____ and seconded by Member _____ to approve those items on the Consent Agenda as appear above.

President _____ submitted the motion to a vote and the following vote was recorded:

Ayes:

Nays:

Absent:

Motion passed.

5. UNFINISHED BUSINESS

6. NEW BUSINESS

7. COMMUNICATION FROM BOARD MEMBERS

a. NTDSE/District 807: ***Representative Name /Alternate Name***

b. IASB (Illinois Association of School Boards): ***Representative Name***

c. Finance Committee: ***Chairperson Name***

d. Facilities Committee: ***Chairperson Name***

e. President's Report: ***President's Name***

II. Important Dates

8. COMMUNICATION TO THE BOARD OF EDUCATION

a. PTA (Parent Teacher Association): ***(President's Name)***

- b. LTA (Lincolnwood Teacher Association): *(President's Name)*
- c. LSSU (Lincolnwood Support Staff Union): *(President's Name)*

9. SUPERINTENDENT REPORTS

- a. Superintendent's Report: *Superintendent's Name*
- b. Curriculum and Instruction, Assistant Superintendent's Report: *Assistant Superintendent's Name*
- c. Business and Operations, Business Manager: *Business Manager*

I. Finance Report

III. Bills Payable in the Amount of \$

Bills reviewed this month by: *Member Name and Member Name*

It was moved by Member _____ and seconded by Member _____ to approve invoices and bills in the amount of \$

_____ submitted the motion to a vote and the following vote was recorded:

Ayes:

Nays:

Absent:

Motion passed.

10. AUDIENCE TO VISITORS

11. **RECESS INTO CLOSED SESSION**

At TIME, it was moved by _____ and seconded by _____ to recess into Closed Session for the purpose of:

12. ADJOURNMENT

It was moved by _____ and seconded by _____ to adjourn the regular meeting of the Lincolnwood School District 74 Board of Education.

_____ submitted the motion to a voice vote and the motion passed at TIME.

Name, President

Name, Secretary

DATED: February 2, 2017