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TO: Board of Education
FROM: Dr. McGill, Superintendent
DATE: August 11, 2025
RE: Semi-Annual Review of Closed Session Minutes and Audio Recordings

BACKGROUND

[Board Policy 2:220](#) guides the Board on conducting the semi-annual review to determine if closed session minutes should be made available for public release. This policy also guides the Board for destroying audio recordings (verbatim record) of closed session meetings.

SUMMARY

The Benjamin School District 25 Board of Education has not completed the semi-annual review of closed session minutes and audio recordings since June 14, 2021. Therefore, this current list to consider is unusually lengthy.

I reviewed the following list of the Closed Session meeting minutes to determine if they should be “Held” or “Released.” Releasing the minutes allows them to be subject to public review via a Freedom of Information Act request. Minutes should be “Held” if the minutes contain sensitive or confidential information where public disclosure would defeat the lawful purpose of the closed executive session. Additionally, closed session minutes may be kept confidential to protect the privacy of individuals involved. If the minutes are “Held” because of an investigation, litigation, contract negotiations, or other contractual agreements with non-disclosure agreements, the closed session meeting minutes may eventually be “Released” after these commitments have passed.

The Board Policy 2:220 also guides the Board to consider destroying the audio recording of closed session meetings provided the Board approves the meeting minutes and the destruction of the audio recording after 18 months. If the meeting minutes are “Held,” it is generally recommended to not destroy the audio recording until the meeting minutes are “Released.”

RECOMMENDATION(S)

Motion to approve the following action for the below listed Closed Session Minutes and Audio Recordings.

Date	Recommended Disposition of Minutes (Hold or Release)	Recommended Audio Recording Destruction (18 Month Date)
July 13, 2021	Release	January 13, 2023
September 13, 2021	Release	March 13, 2023
October 12, 2021	Release	April 12, 2023
January 10, 2022	Release	No audio
February 14, 2022	Release	No audio
February 16, 2022	Release	No audio
March 14, 2022	Release	No audio
May 9, 2022	Release	November 9, 2023
July 13, 2022	Release	No audio
August 8, 2022	Release	February 8, 2024

August 15, 2022	Release	<i>No audio</i>
August 31, 2022	Release	<i>No audio</i>
September 8, 2022	Release	March 8, 2024
October 11, 2022	Release	April 11, 2024
October 24, 2022	Release	<i>No audio</i>
November 14, 2022	Release	May 14, 2024
December 8, 2022	Release	<i>No audio</i>
December 12, 2022	Release	June 12, 2024
December 19, 2022	Release	June 19, 2024
January 9, 2023	Release	July 9, 2024
February 13, 2023	Release	<i>No audio</i>
March 13, 2023	Release	<i>No audio</i>
April 10, 2023	Release	October 10, 2024
May 8, 2023	Release	November 8, 2024
June 1, 2023	Release	December 1, 2024
June 12, 2023	Release	December 12, 2024
July 6, 2023	Release	January 6, 2025
July 13, 2023	Release	January 13, 2025
August 7, 2023	Release	February 7, 2025
September 11, 2023	Release	March 11, 2025
October 16, 2023	Release	<i>No audio</i>
November 13, 2023	Release	<i>No audio</i>
December 11, 2023	Release	June 11, 2025
January 8, 2024	Release	<i>No audio</i>
February 12, 2024	Release	<i>No audio</i>
March 11, 2024	Release	<i>No audio</i>
May 13, 2024	Release	November 13, 2025
June 10, 2024	Release	December 10, 2025
July 17, 2024	Release	January 17, 2026
August 5, 2024	Release	February 8, 2026
September 9, 2024	Release	<i>No audio</i>
October 7, 2024	Release	April 7, 2026
October 28, 2024	Release	<i>No audio</i>
November 11, 2024	Release	<i>No audio</i>
December 2, 2024	Release	<i>No audio</i>
December 9, 2024	<i>no minutes</i>	June 9, 2026
December 16, 2024	Release	<i>No audio</i>
February 10, 2025	Release	August 10, 2026
February 20, 2025	Release	August 20, 2026
February 24, 2025	Release	August 24, 2026
March 24, 2025	Release	September 24, 2026
April 5, 2025	Release	October 5, 2026
April 15, 2025	Release	October 15, 2026
April 16, 2025	Release	October 16, 2026