Document Status: Draft Update

Board of Education Meeting Procedure

2:220-E7 Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings.__(5 ILCS 120/2.06(e)), amended by P.A. 99-515. PRESSPlus1 The following subheads implement the logistics of granting this access.

Access to Closed N	Meeting Minutes						
Duplicate this sect	on for each grant	of access to	closed mee	eting minutes.			
Date:	_Time:	Storage	Location:				
Name of person(s)	responsible for st	oring the clo	sed meeting	g minutes:			
☐ Access grante	ed						
Date access occur	red:	Start time:		_ End time:			
Requesting Board	member's name (Please print	t)				
In the presence of:	(Check appropria	te box and i	nsert name	on line.)			
☐ Recording	g Secretary						
☐ Superinte	ndent or designate	ed administr	ator				
☐ Elected B	oard member						
discussions (Swans	etings Act does no son v. B <mark>oar</mark> d, of Po t any disclosures b	ot provide a o plice Commi by me of info	cause of act ssioners, 55 rmation in th	ion against me or the 55 N.E. 2d 35 197 III. e closed session m	.App.3d 592 (2n ninutes not yet re	closing closed session a <u>d Dist.</u> 1990)), I acknowledg leased to the public could (s).	е
Requesting Board I	Member Signature	!	Date			-	
Verbatim Recording	g Access						
Duplicate this secti	on for each grant	of access to	verbatim re	ecordings.			
Date:	Time:	Storage	Location: _			_	
Name of person(s)	responsible for st	oring the ver	batim recor	ding:		-	
☐ Access grante	ed						
Date access occur	red:	Start time:		_ End time:			
Requesting Board	member's name (Please print	t)				
In the presence of:	(Check appropria	te box and i	insert name	on line.)			
☐ Recording	g Secretary					_	

☐ Superintendent or designated administrator

Elected Board me	mber					
☐ Access denied	☐ Access unavaila		• .		ın	
For requesting Board me	mber: (Read the follo	owing and sign l	below.)			
While the Open Meetings Addiscussions (Swanson v. Beacknowledge and understar me to a possible civil action	ord. of Police Commend that any disclosures	nissioners, <mark>197 ll</mark> s by me of inforr	ll.App.3d 592 (2 mation in the <u>cl</u>	2nd Dist. 1990 <mark>5</mark> osed session ve	55 N.E. 2d 35 (1990)), I
Requesting Board Member	Signature	Date			_	
DATED: January 28, 2019						

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Issue 107, June 2021