BOARD OF EDUCATION

Types of School Board Meetings

General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them, and to others as approved by the School Board. Unless otherwise specified, all meetings are held in the Library/Learning Center at Sunset Ridge School. Board members may attend whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, does not contribute to the legal requirements for a quorum.

Regular Meetings

The School Board shall hold at least one (1) regular meeting every month according to a calendar of dates adopted at the biennial organizational meeting.

The School Board establishes the time and place for its regular meetings before the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular School Board meetings in accordance with The School Code. Meeting dates may be changed with ten days’ notice in accordance with state law. A meeting agenda shall be posted at the District’s main administrative office at least forty-eight (48) hours before the meeting.

Closed Meetings

The School Board and School Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
BOARD OF EDUCATION

Closed Meetings

3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

6. The setting of a price for sale or lease of property owned by the public body.

7. The sale or purchase of securities, investments, or investment contracts.

8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff or public property.

9. Student disciplinary cases.

10. The placement of individual students in special education programs and other matters relating to individual students.

11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed, and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
BOARD OF EDUCATION

Closed Meetings

12. The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.

13. Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing practices and creating a commission or administrative agency for their enforcement.

14. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

15. Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body’s field of competence.

The reason for the closed meeting must be clearly stated in the resolution with respect to such meeting and recorded in the minutes of the meeting at which such resolution is adopted. Closed session meetings shall be recorded verbatim and maintained for a period of eighteen (18) months unless otherwise notified by order of court.

Closed meetings may be held as an entire regularly scheduled meeting or any part thereof, an adjourned meeting or a special meeting as long as a meeting notice has been given in accordance with the Open Meetings Act and the desire for a closed meeting receives a majority vote of a quorum present. Nothing in this section shall be construed to require any meeting to be closed to the public.

A single resolution calling for a series of closed meetings may be adopted by a School Board quorum when such meetings will involve the same concerns. The vote of each School Board member present shall be recorded in the School Board minutes. The series of closed meetings shall be scheduled within a period no longer than three (3) months from the original closed meeting date.
BOARD OF EDUCATION

All final School Board action shall be taken only at an open meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and (1) is to be reconvened within twenty-four (24) hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special School Board Meetings

Special meetings of the School Board may be called by the President or by any three members of the School Board by giving notice thereof in writing, stating the time, place, and purpose of the meeting. Such notice may be served by mail forty-eight (48) hours before such meeting, except emergency meetings.

Public notice of a special meeting must also be given in accordance with the provisions of the Open Meetings Act: by posting a notice at the Administration office of the School District where notices of meetings are regularly posted and at the place where the meeting will be held at least forty-eight (48) hours before the meeting is to begin; and by notifying local news medium, which have filed a written request for notice, provided such news medium has given the Board an address or telephone number within the territorial jurisdiction of the District, in the same manner as provided for the notification of School Board members.

No matters shall be discussed, considered, or brought before the School Board at any special meeting other than such matters as were included in the stated purposes of the meeting.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as possible, but in any event, before the meeting to news medium that have filed a written request for notice.