

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). The following subheads implement the logistics of granting this access.

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date: Time: Storage Location:

Name of person(s) responsible for storing the closed meeting minutes:

Access granted

Date access occurred: Start time: End time:

Requesting Board member's name *(Please print)*

In the presence of: *(Check appropriate box and insert name on line.)*

Recording Secretary

Superintendent or designated administrator

Elected Board member

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature _____ Date _____

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date: Time: Storage Location:

Name of person(s) responsible for storing the verbatim recording:

Access granted

Date access occurred: Start time: End time:

Requesting Board member's name (*Please print*)

In the presence of: (*Check appropriate box and insert name on line.*)

Recording Secretary

Superintendent or designated administrator

Elected Board member

Access denied **Access unavailable.** Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).

For requesting Board member: (*Read the following and sign below.*)

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session, I acknowledge and understand that any disclosures by me of information in the verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature Date

DATED : March 14, 2022

LeRoy CUSD 2
