

**BOARD POLICY: MEETINGS OF THE BOARD OF EDUCATION**

**2030**

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Section A - Regular Meetings

1. Regular meetings of the Board of Education of District #225 shall be held on the second and fourth Mondays of each month at a location and time approved by the board as part of the calendar of regular board meetings unless established by other action in keeping with provisions of the Open Meetings Act.
2. All regular, emergency and special meetings of the Board and all committee meetings shall be open to the public, subject only to public exclusion from closed sessions for matters which are permitted to be conducted in closed session by statute, regulation or case law.

Section B - Quorum and Participation by Audio or Video Means

1. A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the School board constitutes a quorum.
2. Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: 1) personal illness or disability, 2) employment or District business, or 3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the board secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The board secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, shall be deemed to be present at the meeting and may participate in all aspects of the Board meeting including voting on any item.

Section C - Meeting Procedures

1. The secretary of the Board of Education shall assume responsibilities relative to notification of time and place for all Board meetings and committee meetings, for the necessary physical arrangements, and for the distribution of appropriate materials relative to all meetings to the Board members. Such responsibilities shall be executed in compliance with relevant laws, statutes and Board policies and directives and with consideration for public accommodation.
2. The secretary of the Board shall prepare an agenda for each meeting of the Board subject to final revision and approval by the Board at the meeting. The agenda shall include items recommended by the Board, by the superintendent, and matters required by law or statute. Each Board agenda shall include Agenda Items for Future Board Meetings. At that time in the meeting individual Board members may propose topics for future Board agendas. The Board as a whole will then decide whether or not to place the proposed item on a future agenda.

3. Unless otherwise specified by legal requirements or specific Board actions all meetings of the Board shall be conducted under procedures established by the Board. In the event the Board reaches an impasse in establishing a procedure (or procedures), Robert's Rules of Order shall govern.
4. The secretary of the Board shall keep written minutes of each meeting with such annotation as the Board deems appropriate. After the minutes are approved by the Board, the minutes shall be signed by the president and secretary of the Board.
5. The secretary of the Board shall electronically record regular, special meetings, and closed sessions of said meetings of the Board and maintain the electronic recording until authorized by the Board to dispose of the recordings, except that electronic recordings of regular and special meetings may be destroyed, to the extent provided by law, upon approval by the Board of the minutes for those respective meetings.
6. Not less than semi-annually, the Board shall review the minutes, the electronic recording, or a review of a summary of the topics contained on the electronic recording from closed sessions that are currently unavailable for public release. As a part of said review, the Board may meet in closed session, and shall determine which, if any, minutes, no longer require confidential treatment and are available for public inspection. Such determination shall be reported in an open session immediately following said closed session, if held. At this same biannual review of the electronic recordings or review of a summary of the topics contained on the electronic recording, the Board can make a recommendation that certain electronic recording of closed sessions may be destroyed by a future Board eighteen (18) months after the creation date of each recording.
7. After eighteen (18) months have passed since being made, the electronic recording of a closed session will be destroyed, provided the Board has approved both (a) the destruction of such electronic recording, and (b) the written minutes of such closed session, which written minutes shall comply with the requirements of Section 2.06(a) of the Illinois Open Meetings Act (5 ILCS 120/2.06(a)), as amended from time to time. The consent agenda item for this meeting shall list the specific date of the meeting on the recording recommended for destruction.
8. At no time will an electronic recording be released that would violate State or federal privacy or confidentiality requirements, including, but not limited to, any matter concerning (1) a named student, (2) an employees or applicants personnel file and personal information, (3) school security plans, (4) communications between the Board and an attorney representing the district, and (5) all information exempted from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et. seq. No minutes will be destroyed if said minutes pertain to pending or potential litigation, provided that as to said pending or potential litigation the District has received written notice thereof.

9. Requests by members of the public for access to the electronic recording of a closed session will be denied unless the Board has found that the electronic recording no longer needs confidential treatment. Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities, e.g., in order to check the accuracy of minutes or to determine whether the electronic recordings no longer require confidential treatment. In the interest of encouraging free and open expression by Board members during closed sessions, the electronic recordings of closed sessions should not be used by Board members to confirm or dispute the accuracy of recollections.

Section D - Public Communications With Board

The Board of Education encourages full public communication with the Board, either in person at Board meetings or through written statements, including emails, directed to the ~~Board through its secretary~~. The only limitations on such communications are:

1. exclusion of the public from the Board's closed sessions,
2. all written statements to be submitted to the Board shall be received by the secretary of the Board three working days preceding the Board meeting,
3. all members of the public addressing the Board shall be bound by the rules of order governing oral comments at Board meetings as outlined in Section E of this policy.

As a matter of practice, the board of education does not respond to written communication in any form. However, the board reserves the right to direct communication through district or school administration for appropriate action/response.

Section E - Comments from Members of the Public at Board Meetings

While the Board of Education welcomes comments from members of the public, meetings of the Board of Education are not public hearings, except as otherwise noticed or required by law. Meetings of the Board of Education are public open meetings conducted to carry out the business of school district governance. Therefore, to facilitate public comments and yet preserve the flow and the orderly completion of the meeting agenda, the Board has adopted the following rules of order for oral comments from members of the public.

1. a. A period for public comments shall be scheduled at or near the beginning of each regular or special Board meeting, and for each committee meeting conducted as a public meeting, open to the public. This public comment period shall normally be limited to 30 minutes; the public comment period may be extended beyond the 30 minute time period with the approval of the Board or may be moved to another time during a Board meeting, at the Board's discretion.
- b. The 30 minute time limitation shall not be in effect during formal "public hearings" mandated by statute or designated by the Board.
- c. Comments during the public comment period may concern items which are or are not on the meeting agenda except that public comments in a special Board meeting shall be limited to subjects appearing on the agenda for that special meeting.

- d. Public comments during specific agenda items, or at times other than the time designated for public comments, will not be permitted without the approval of the Board.
- 2. Individuals who have comments or questions concerning specific students, staff, programs or school practices shall be encouraged to discuss the issue with the school principal and the superintendent before bringing the issue to the attention of the Board.
- 3. Individuals requesting to comment shall identify themselves, and their residence (or if a legal representative, their business) address, and the topic they wish to review before addressing the Board. All comments and questions shall be directed to the president of the Board, or to the individual presiding over the meeting.
- 4. Members of the Board may ask clarifying questions of presenters. The Board shall have no obligation, however, to respond to comments made by members of the public.
- 5.
  - a. Oral comments shall normally be limited to 5 minutes per individual.
  - b. Presentations of more than 5 minutes in length shall be allowed with the approval of the Board and may be scheduled at the discretion of the Board.
- 6. Comments on topics not subject to the jurisdiction of the Board shall be out of order. The Board may choose to receive confidential information or information which could lead to disciplinary action pertaining to specific employees and any matters regarding individual students in closed session, and the President or person presiding over the meeting may rule to be out of order any public comments which may contain such adverse or confidential information regarding any student or district employees.

Section F- Requests for Information

The Board of Education has designated certain employees within the district to receive requests for information under the Illinois Freedom of Information Act (Board Policy & Procedures 9100). The Board encourages members of the public to utilize this procedure and directs the Board Secretary, as a designated employee to provide appropriate responses to requests for information.

The Board Secretary shall prepare a Freedom of Information Act request form and shall make the form readily available at Board meetings and at the district office for members of the public to use to request information.

Section G - Press Coverage

The Board of Education encourages full press coverage of all of its meetings that are open to the public and directs the director of public information to provide appropriate assistance which will facilitate such coverage.

Approved: August 20, 1973

Revised: September 19, 1977; January 14, 1985; December 7, 1992; February 28, 1994; February 28, 2000; June 11, 2001; March 15, 2004; September 27, 2004; July 7, 2008, April 12, 2010, \_\_\_\_\_

**BOARD POLICY: FOOD SERVICE AND SCHOOL AID FOR CHILDREN OF 8230  
LOW INCOME FAMILIES**

Section A

Student eligibility for student aid, including free and reduced price lunches will be determined on the basis of family income and exceptional family expenditures criteria established by the state and/or federal agencies administering the school lunch program.

Section B

No physical segregation or any other form of segregation will occur for any student because of the student's receipt of student aid. Further, the names of eligible students receiving student aid will not be published, posted, or announced in any manner, and there will be no overt identification of any such students by use of special tokens or tickets or by any other means.

Section C

Students eligible for free or reduced price lunches will not be required to:

1. Work for their meals
2. Use a separate lunchroom
3. Go through a separate serving line
4. Enter the lunchroom through a separate entrance
5. Eat meals at a different time
6. Eat a different meal from the meal sold to students paying the full price of such meal

Section D

No student will be discriminated against because of race, color, national origin, age, sex, handicap or any other legally protected class.

Section E

The administration will develop a procedure for collecting payments from students receiving partial student aid and/or who pay for a portion of those expenses, which will account for the total number of paid and full or partial student aid.

Section F

A collection procedure will be designed so that no student will be made consciously aware of the identity of students receiving student aid.

Section G

To assist students who are found eligible for full or partial student aid, the Board of Education will establish a student aid account in the educational fund budget. At the beginning of each fiscal year, the director of business affairs will budget in the account a sufficient amount of funds to pay for the anticipated student aid account expenses.

Section H

Whenever appropriate, recipients of these funds are encouraged to repay the funds received.

Section I

Items, which are loaned to students, will be properly cared for by the student and returned to the bookstore at the end of the school year. Any items not returned in good condition, ordinary wear and tear excepted, may be charged to the student, at the discretion of the superintendent or his designee.

Section J

The Director of Business Affairs will be responsible for the administration of the Student Aid Fund expenses for each school.

Section K

Assistance provided through the Student Aid Fund may be provided for education-related expenses.

Section L

The district administration will develop appropriate procedures and forms for the effective implementation of this policy. The District will maintain and use a fair hearing procedure to handle any parent appeal to decisions of the school relative to student eligibility or correctness of information contained in the application.

Approved: February 2, 1976  
Revised: October 30, 1989  
Revised: January 14, 2002  
Revised: September 22, 2008

Glenbrook High School District #225

PROCEDURES FOR IMPLEMENTING BOARD POLICY: **FOOD SERVICE AND SCHOOL AID FOR 8230**  
**CHILDREN OF LOW INCOME FAMILIES**

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Section A - Application Procedure

1. Parents who believe they may be entitled to student aid, including but not limited to, lunches shall fill out a student aid application accompanying the letter mailed to parents annually. The district will send a letter to the parent or guardian of each child in school outlining the student aid policy and the procedures to follow in making application. This letter will be mailed to all parents annually and at other times when there is a change in the eligibility criteria. The letter will also include an application form.

Parents whose students enroll after the start of the school year and who believe they may be entitled to student aid, including but not limited to, lunches should pick up the Student Aid Application from the District Registrar at the district office.

2. Parents should complete the application and return it to the District Registrar.
3. The District Registrar will evaluate the application and determine the eligibility of the student for free or reduced student aid.
4. The District Registrar will notify the student or parent of the approval or denial of the application and maintain a record of all applications approved or denied for a period of three years after the student has graduated or left school, after which time the documents will be destroyed.
5. Eligibility for student aid will be based on criteria as provided annually by the state and/or federal agencies.

Section B - Hearing Procedure

The hearing procedure will provide:

1. Any parent who has made application for student aid for their student and whose application has been denied may appeal this decision by writing the Superintendent or Designee, and the following procedure will ensue.

Section B - Hearing Procedure (continued)

<b>Initiator</b>	<b>Action</b>
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	May request a conference with the District Registrar, prior to or in lieu of a hearing.
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	Within 10 days after A determination is made, may request in writing a hearing with the Superintendent or Designee, to review the determination.
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	<i>If a hearing is requested to review the determination:</i> The district administration will develop and use a fair hearing procedure to handle any parent appeal to decisions of the school relative to student eligibility or correctness of information contained in the application. During an appeal, students previously receiving student aid will not have their benefits terminated. Students who were denied benefits will not receive benefits during the appeal.
Superintendent or Designee	Shall notify the person requesting the hearing of its time and place within ten days after receiving the hearing request. The notification shall be sent by U.S. mail.
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	May examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
Designated Administrative Hearing Officer	Conducts the hearing.
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	At the hearing (1) the Parent, Guardian or Custodian of Student may present oral or documentary evidence and arguments supporting their position. (2) the Parent, Guardian or Custodian of Student may question or refute any testimony or other evidence and may confront and cross-examine any adverse witnesses.
Designated Administrative Hearing Officer	Will prepare a written record of the hearing, which will include the decision under appeal; any documentary evidence and summary of any oral testimony presented at the hearing.



Section B - Hearing Procedure (continued)

<b>Initiator</b>	<b>Action</b>
Designated Administrative Hearing Officer	Within 5 days after the conclusion of the hearing a written decision will be made, including the reasons therefore, to determine whether benefits will continue or be terminated. If the decision is to terminate benefits, termination will occur within 10 days. The decision of the Designated Administrative Hearing Officer is final.
Designated Administrative Hearing Officer	Will maintain written records of all appeals and their disposition for a period of three years after the student has graduated or left school, after which time the documents will be destroyed. Will make this information available for examination by the family or its representative at any reasonable time and place during such period.

Section C

Students who are eligible for Reduced-Price Meal Program Student Aid, will qualify for the following assistance:

1. ~~Class A-type lunch~~ Lunch and breakfast (if available) at a reduced price
2. Loaned textbooks
3. Gym wear
4. Loan of graduation cap and gown
5. Loan of required locker locks
6. Towel Fee
7. Course fees
8. AP examination fees
9. Field Student trip fees as outlined in Board Policy and Procedures 7230 with the exception of travel outside adjacent states and any trip that requires an overnight stay.

Section C (continued)

10. Student transportation bus pass at 50% of the board approved fee for not more than one student attending Glenbrook High School District 225, without charge for any additional students from any household attending district schools.
11. Driver Education fees

No other items will be provided at Board of Education expense.

Section D

Students who are eligible for Free Meal Program Student Aid, will qualify for the following assistance without charge:

1. ~~Class A type lunch~~ Lunch or breakfast (if provided).
2. Loaned textbooks
3. Gym wear
4. Loan of graduation cap and gown
5. Loan of required locker locks
6. Towel fee
7. Course fees
8. AP examination fees
9. ~~Field~~ Student trip fees as outlined in Board Policy and Procedures 7230 with the exception of travel outside adjacent states and any trip that requires an overnight stay.
10. Transportation bus pass
11. Driver Education fee
12. Activity ticket fee
13. Summer school tuition
14. Yearbook

Section D (Continued)

The following items will not be provided at Board of Education expense:

1. Fines and charges for damaged or lost materials or equipment
2. General school supplies
3. Class rings
4. Student directories
5. Village library fees
6. Travel expenses for educational tours as outlined in Board Policy and Procedures 7050.

The Superintendent or Designee will have the authority to decide on providing of student aid for any additional school related expenses, which are not listed in Section D above, on a case-by case non-precedential basis.

Adopted: August 11, 1977  
Revised: October 30, 1989  
Revised: January 14 2002  
Revised: September 22, 2008  
Revised: