

Document Status: Published

Board of Education Meeting Procedure

2:220-E3 Exhibit - Closed Meeting Minutes

Closed Meeting Minutes [C1](#)

Items in bold are required by 5 ILCS 120/2.06(a)(1)-(3). Non-bolded items align with best practices.

Date: _____ **Start**
Time: _____

Location: _____

Name of person(s) taking and recording the
minutes: _____

Name of person
presiding: _____

**Members in attendance (indicate whether in
person or by video or audio conference):**

.
. .
. .
. .
. .
. .
. .

Members absent:

.
. .
. .

This meeting was recorded verbatim in the form of ☐ audio or ☐ video recording

**Summary of the discussion on all matters (as specified in the vote to close the
meeting):**

Basis for the finding that litigation is probable or imminent, if applicable (5 ILCS 120/2(c)(11)):

Time of adjournment or return to open meeting: _____

The Board of Education, during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment. Semi-annual means every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the board. 5 ILCS 120/2.06(d).

☐ **These minutes are available for public inspection as of:** _____

(Date)

Joliet Township High School District 204

PRESSPlus Comments

- C1 Rewritten for PRESS Plus. A redlined version showing the changes made in response to a five-year review is available at PRESS Online by logging in at www.iasb.com. **Issue 122, June 2026**