

## Open Meetings Act Training for School Board Members

Attendance at this program satisfies the Open Meetings Act requirement that each member of a public body complete a course of instruction in the Act's legal requirements.

This presentation is designed specifically for school board members and addresses some of the unique issues applicable to school boards. Topics covered include: agendas and minutes, Internet posting, public comments, executive sessions, voting and other issues your board encounters at every meeting.

A certificate of completion will be provided to those attending the full session.

**Presented by:** IASB Office of General Counsel

### Agenda

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- 6:45 p.m. Registration and coffee
- 7:00 p.m. Presentation
- 8:30 p.m. Adjournment

### Registration and fees

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The Open Meetings Act training workshop is \$50 per person. Handouts and coffee are included in the cost. Note: This is a legitimate school board expense.

Advanced registration is required and must be received at least two days prior to the workshop. Mail or fax your registration form with payment information to:

Illinois Association of School Boards  
Registrar  
2921 Baker Drive  
Springfield, IL 62703-5929  
Fax: 217/528/2831

You may also register online at [www.iasb.com/calendar/calendar.cfm](http://www.iasb.com/calendar/calendar.cfm).

Workshop will be cancelled one week in advance, if fewer than 25 have registered.

Cancellation with refund will be accepted up to noon one week prior to the meeting date by calling IASB at 630-629-3776, x1229.

*Registration will be accepted in the order received, as space is limited. Register early.*



If you need special arrangements, contact IASB at 217/528-9688, ext. 1115.

### 4 easy ways to make reservations

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- **Online** at [www.iasb.com](http://www.iasb.com)
- **Mail** to: Illinois Association of School Boards, 2921 Baker Drive, Springfield, Illinois 62703
- **Fax** to 217/528-2831
- **Telephone** 630/629-3776 (ext. 1229), Cindy Rispens

### Date and place

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**Tuesday, February 28, 2012**

**Ottawa Township  
High School District 140**  
211 East Main Street  
Ottawa, IL 61350

The evening's program will be held in the Cafeteria.

#### **Directions:**

**From the East:** Exit I-80 at Exit 90, IL 23 toward Ottawa/DeKalb. Left on IL 23/Columbus Street. Follow for 2.1 miles. Turn left on Main Street. 211 East Main Street is on the right.

**From the West:** Exit I-80 at Exit 90, IL 23 toward Ottawa/DeKalb. Turn right on IL 23/Columbus Street. Follow for 2.1 miles. Turn left on Main Street. 211 East Main Street is on the right.

Park in north parking lot and enter Manual Arts Building north door facing Main Street.

The Illinois Association  
of School Board's  
Starved Rock Division  
*presents*

# Open Meetings Act Training for School Board Members

February 28, 2012

Ottawa Township  
High School District 140  
Ottawa, Illinois



THE ILLINOIS ASSOCIATION OF SCHOOL BOARDS PRESENTS

This flyer was mailed to all member district superintendents  
and board members in the Starved Rock Division.



Non-Profit Org.  
U.S. Postage  
PAID  
Illinois Association  
of School Boards

2921 Baker Drive  
Springfield, Illinois 62703-5929

## Open Meetings Act Training Reservation Form

*Tuesday, February 28, 2012 • Ottawa THSD 140*

You may REGISTER ONLINE AT [www.iasb.com/calendar/calendar.cfm](http://www.iasb.com/calendar/calendar.cfm) or  
**This form may be used for individuals or group registrations.**

School District Name & No. \_\_\_\_\_ Telephone: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

Registrant Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Registrations: \_\_\_\_\_ registration(s) at \$50 per person. Total amount: \$ \_\_\_\_\_

### Payment Method:

Check enclosed     Purchase order No. \_\_\_\_\_     Please charge to my     Visa     Master Card     Discover

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Mail to: IASB Registrar, 2921 Baker Drive, Springfield, IL 60148-6120 or Fax to: 217/528-2851

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