

This document outlines processes and considerations for the Illinois Association of School Boards (IASB) to provide remote, in-district work when, because of a disaster declaration related to a public health concern, the Board President or designee determines pursuant to the **Open Meetings Act (OMA)** that it is practical, prudent, or feasible for in-person participants at the board's regular meeting location to be limited. See 5 ILCS 120/7(e)(1)-(10).



- ❑ **Location.** The in-district meeting location is the board's platform for remote, virtual meetings (e.g., Zoom, GoToMeeting, Google Hangouts, Skype, etc.)
- ❑ **Host.** The board or its committee, will host the remote, virtual meeting and invite the IASB employee to its meeting as a guest. The IASB employee will lead the presentation during the meeting, and the board may grant screen-sharing ability to the IASB employee during the meeting to better lead the work.
- ❑ **Open Meetings Act Information.** Before an IASB employee performs remote, in-district services, IASB requests that the board address the following issues:
 - Follow OMA requirements for meeting during a disaster declaration related to public health emergency that are consistent with OMA and the Illinois Attorney General's [Guidance to Public Bodies on the Open Meetings Act and the Freedom of Information Act during the COVID-19 Pandemic \(July 2, 2020\)](#). Specifically, prior to scheduling remote, in-district services, confirm with the IASB employee that:
 1. The district is covered by a current disaster declaration related to public health concerns issued by the Governor or IDPH Director; and
 2. The board president or designee has already determined with the board attorney that proceeding with an in-person meeting or a [traditional in-person] meeting conducted under [traditional OMA requirements] is not practical, prudent, or feasible and must occur in a remote, in-district setting with the IASB employee. See 5 ILCS 120/7(e)(2).
 - Ensure that at least one board member, the board's chief legal counsel, or the superintendent will be physically present at the meeting location, unless unfeasible due to the disaster.
 - Provide notice and posting of the remote, in-district meeting where IASB services will be delivered to the board, with an agenda at least 48 hours in advance of the meeting pursuant to OMA requirements, and comply with all other OMA requirements for the meeting, consistent with the directions of the board attorney.