

BOARD MEETINGS

Regular School Board Meetings

A regular Board meeting is any Board meeting that is scheduled (or rescheduled) by a formal action of the Board, including any vote that directs the holding of a Board meeting and any vote that adopts a policy or schedule that directs the holding of one or more Board meetings. Except as otherwise determined or modified by the Board, and except that no regular meeting shall be deemed scheduled by this paragraph on a legal holiday on which the District's administrative offices are also closed, the Board will hold regular meeting(s) at least once a month as follows: _on the second Thursday of each month at 6:30 p.m.

Special School Board Meetings

A special Board meeting is a meeting initiated by an individual Board member as provided by state law and this paragraph. A special meeting shall be held upon the written request of any Board member. The request shall be filed with the Board Clerk or, in the Clerk's absence, the Board President. Such a request may be filed directly with such officer or at the Office of the District Administrator with a copy provided to such officer. The individual requesting the meeting is responsible for confirming that the request has been received as intended. The Board officer receiving the written request, or his/her designee, shall notify each Board member in writing of the time and place of the special meeting at least 24 hours before the meeting. The notice shall be delivered to each Board member personally or shall be left at the usual place of abode of the Board member or shall be mailed by 1st class mail to the usual place of abode of the Board member so as to arrive at least 24 hours before the special meeting. A special meeting may be held without such prior individual notice being provided to Board members if all Board members are present and consent to the holding of the meeting, or if every Board member consents in writing even though he/she does not attend.

Provisions Applicable to All Board Meetings

All Board meetings shall be preceded by appropriate notice, in accordance with state law requirements. To the extent consistent with applicable law, a majority of the Board's members constitutes a minimum quorum at any regular or special school board meeting. In the absence of a lawful quorum, the Board may not take any official action other than to end the meeting (unless, in a very rare circumstance, a valid legal exception applies).

No duly elected or appointed member of the Board shall be excluded from any meeting of the Board.

The Board President, or, in the President's absence, the Vice President, shall serve as the presiding officer of each Board meeting. Every Board meeting shall initially be convened in open session, although the Board may thereafter convene and hold a closed session to the extent permitted by law and consistent with applicable legal requirements.

The Board President and Clerk shall ensure that minutes of each Board meeting are recorded, approved, signed, and filed in the Board records. The proceedings of each Board meeting shall be published (newspaper) or posted (website), per the requirements of section 120.11(4) of the state statutes, within 45 days after the meeting.

The Board, with the assistance of the District business office, shall ensure that a detailed record of applicable receipts and expenditures is available for public inspection at Board meetings to the extent required by law.

LEGAL REFERENCES:

Wisconsin Statutes

Section 19.81(2)	[public access to meetings]
Section 19.83	[governmental meetings; periods of public comment]
Section 19.84	[public notice of board meetings and scheduling of public comment periods]
Section 19.85	[closed session exceptions to meeting in open session; closed session procedures]
Section 19.89	[exclusion of members of a governmental body]
Section 120.11(1)	[regular board meetings and definition of quorum for meetings in common and union high school districts]
Section 120.11(2)	[special board meetings in common and union high school districts; includes board member notification requirements for special meetings]
Section 120.11(4)	[proceedings of school board meetings; financial records]
Section 985.01	[definitions of "proceedings" and "substance" of official action]
Section 990.001(8m)	[general statutory construction of a quorum of a public body]
Section 995.20	[legal holidays]

CROSS REFERENCES:

171.1	Public Notification of Board Meetings and Meetings of Other Governmental Bodies of the School District
171.2	Agenda Preparation and Dissemination
173	Closed Sessions
184	Board Minutes

ADOPTED: October 9, 1998
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