

# SCHOOL BOARD MEETINGS

The Board of Education shall officially transact all business at legal meetings of the Board.

The Board President shall start all meetings promptly at the appointed time. Unless otherwise announced, all meetings of the Board shall be held in the Jefferson High School Library, 700 W. Milwaukee Street, Jefferson, Wisconsin.

## TYPES OF BOARD MEETINGS

The Board shall hold the following types of meetings:

1. Two regular monthly board meetings will be held at 7:00 p.m. on the second and fourth Mondays of each month unless otherwise noted.
2. Special Meeting - an official legal action meeting called between the scheduled regular meetings.
3. Meetings of Board-appointed Ad Hoc committees and/or identified standing committees may also be held on the second Monday of each month.

All school board meetings shall follow the guidelines and procedures as outlined in the attached Guidelines for Implementation and in accordance with state law.

ADOPTED: August 27, 1979

REVISED: April 23, 1985  
September 27, 1999  
November 13, 2006  
February 28, 2011  
May 9, 2016

LEGAL REF.: Wisconsin Statutes: 19.83(2)  
19.84  
19.85  
19.88  
120.11(4)  
120.43(2) and (4)  
KBG, Access to Public Records

REVIEW DATE: May 9, 2016

# SCHOOL BOARD MEETINGS GUIDELINES AND PROCEDURES

## I. AGENDA PREPARATION AND DISSEMINATION

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board President and appropriate members of the administrative staff.

Items of business may be suggested by any Board member, staff member or citizen of the district. The inclusion of items suggested by staff members or citizens shall be at the discretion of the Superintendent and Board President. The agenda, however, shall always allow suitable time for remarks from the public who wish to speak briefly before the Board. Items of business suggested by any Board member shall be included on the agenda.

Items such as the payment of bills, the employment of personnel, the acceptance of resignations or bids, shall be included as a topic under the consent agenda. All items on the consent agenda shall be acted upon on one vote. Complete background information on each item shall be provided to Board members prior to the meeting. Board members may request to have individual items removed from the consent agenda and voted on individually. This request must be made prior to the motion to approve and the second. Items removed from the consent agenda shall be voted upon individually.

The Board shall follow the order of business set up by the agenda. The Board shall not discuss or act upon any item of business not included on the noticed agenda. The Board may discuss matters raised by the public during the public participation portion of the meeting, provided such period of public comment was included on the meeting agenda notice.

The agenda, together with supporting materials, will be shared electronically with the School Board utilizing BoardDocs, a cloud-based board packet program, sufficiently prior to the Board meeting to permit ample time for review and preparation. The agenda shall also be made available to the press, to representatives of the community, staff, and others upon request.

## II. PUBLIC NOTIFICATION OF SCHOOL BOARD MEETINGS

Notice of all Board meetings shall be given to the public, sent to the *Daily Jefferson County Union* and sent to other news media or interested persons who have filed a written request for such notice.

The public notice shall set forth the time, date, place and subject matter of the meeting, including any intent of the meeting going into closed session and the subject to be considered at closed session.

Public notice of all Board meetings shall be given at least 24 hours prior to the meeting time, unless it is impossible or impractical to do so. In no case will notice be given less than two hours prior to meeting time.

### III. CLOSED SESSIONS

All meetings of the Board of Education shall be held in open session, and all discussion shall be held and all action of any kind, formal or informal, shall be initiated, deliberated upon and acted upon in open session except that the Board may convene in a closed session for one or more of the purposes listed below:

- A. Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before the Board.
- B. Considering dismissal, demotion, licensing or discipline of any Board employee or the investigation of charges against such person provided the employee is given notice of any evidentiary hearing which may be held prior to final action being taken and of the meeting at which final action may be taken. The notice shall contain a statement that the employee has the right to demand that the evidentiary hearing or meeting be held in open session.
- C. Considering employment, promotion, compensation, or performance evaluation data of any Board employee.
- D. Considering strategy for crime detection or prevention.
- E. Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business whenever competitive or bargaining reasons require a closed session.
- F. Considering financial, medical or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph two applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations.
- G. Conferring with legal counsel for the Board, or one of its committees, who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved.
- H. Consideration of requests for confidential written advice from the ethics board under section 19.46(2) of the state statutes or from any local government ethics board.

Any meeting of the Board may be convened in closed session under one or more of the exemptions listed above upon a motion duly made and carried by the Board. The motion shall be carried by majority vote in such a manner that the vote of each member is recorded in the minutes. The Board may not adopt a motion to convene in closed session unless the Board President announces to those present the nature of the business to be considered at such closed session and the specific exemption(s) under which the closed session is authorized.

No business may be taken up at a closed session except that relating to the stated purpose of the closed session.

The Board may not commence a meeting, subsequently convene in closed session and thereafter reconvene in open session again within 12 hours of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the initial meeting.

#### **IV. QUORUM**

A majority of the full membership of the Board shall constitute a quorum. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

#### **V. RULES OF ORDER**

It is the desire of the Board that meetings shall be formal enough for orderly procedure but informal enough to encourage free discussion and to promote group thinking and action.

All meetings shall be conducted using the most current edition of *Robert's Rules of Order* as a guide except that such rules may be superceded by Board policies.

#### **VI. VOTING METHOD**

Votes on motions related to financial matters and resolutions shall be by roll call vote. All other votes may be by voice or roll call vote, unless any Board member specifically requests a roll call vote. Unless otherwise specifically provided by law, secret ballots shall not be used except in the election of Board officers.

Unless otherwise provided by law or Board policy, when a vote is taken upon any measure before the Board, a majority of the votes of the members voting on the measure shall determine the outcome.

#### **VII. PUBLIC PARTICIPATION**

The Board shall hear written and oral communications from district residents as an order of business on the agenda, under the heading "Hearings from Citizens." Each person wishing to address the Board shall give his/her name and address and the name of the organization he/she represents, if any. The presentation of a topic is to be limited to five minutes unless the Board President extends the time. The Board may discuss topics raised by citizens, however, no Board action may be taken on such topics other than to refer topics not included on the agenda for study by appropriate Board committees or administrative personnel.

Members of the public shall have a limited opportunity to comment on any agenda topic at the time the agenda item is addressed by the Board. When Board members have completed initial discussion of the topic, the Board President may recognize other participants from the audience to address the Board. The individual comments should be limited to five minutes or less. The Board President may suspend public input if comments become redundant. Board members shall receive priority from the Board President when discussing an issue on the agenda. Board members may request additional input from the administrative team during the Board's discussion.

The Board of Education will not allow public comment on sensitive or confidential topics involving students or employees. The confidentiality of students and student behavior will be respected. Sensitive topics regarding

employees will also not be allowed. Members of the public who wish to express their views regarding student or employee conduct may comment via phone call or in writing to the Superintendent or a Board member.

**VIII. MEETING MINUTES**

The Director of Business Services, or designee, shall be the recording secretary of the Board. He/she shall record the minutes of all regular and special meetings of the Board.

Copies of the minutes shall be delivered to all Board members in advance of the next scheduled meeting and shall be submitted to the *Daily Jefferson County Union* within 45 days of the meeting. Minutes shall become official after approval by the Board.

A file of the minutes of all Board meetings shall be maintained in the district's business office and shall be made available for inspection upon the request of any interested person during regular business hours.

**1/11/20**