

170 SCHOOL BOARD MEETINGS

The School Board shall transact all official business at a legal meeting of the Board. The President shall start all meetings promptly at the appointed hour. The Board shall hold various types of meetings, including:

1. Regular Meeting – The meeting generally held the second Monday of each month at 7:00 p.m. where the official legal action items of the Board are discussed and voted upon by the Board. The School Board reserves the right to change the date and location of the regular meeting and will provide public notice in accordance with state law. Public notice shall be given for regular board meetings in accordance with state law and board policy.
2. Special Meeting - An official legal action meeting called between scheduled regular meetings.
3. Closed Session – A background discussion session called acquainting the Board with information of a confidential nature consistent with open meetings law exceptions outlined in state law. No official action can be taken at these sessions unless voting in open session would compromise the need for closed session.
4. Board Retreats – An official meeting that is generally held four to six times per year, generally on Saturday mornings, where Board projects and initiatives are discussed. Board action will generally not be taken at these workdays.

All meetings of the Board, except closed sessions, shall be open to the public and the press.

It is the policy of the School District of Williams Bay that members of the Board of Education may participate in open sessions of regular meetings, closed session, expulsion hearings or disciplinary hearings, special School Board meetings, the Annual Meeting, and/or committee meetings virtually if extenuating circumstances prevent the Board member from being present. In the event the Board of Education President is unable to be physically or virtually present, the Vice President or another officer of the Board shall preside over the meeting. A quorum shall be determined using Board of Education members physically and virtually present. All votes taken during a meeting where virtual attendance is used shall be by roll call vote. Participation by Board members virtually shall be conducted with provisions of Wisconsin's Open Meetings law.

Virtual Participation shall only take place:

- If there is appropriate, secure equipment to allow Board members and citizens in attendance to fully participate and hear a discussion and/or vote;
- If notice is given to citizens at the beginning of the meeting that a member is participating virtually.

LEGAL REFERENCE: Wisconsin Statutes, Section 19.85 (Exemptions (to Open Meetings of Governmental Bodies), 120.11 (School Board Meetings and Reports) Subchapter IV of Chapter 19

CROSS REFERENCE: Wisconsin Statutes, 171.1 (Public Notifications of Board Meetings) 173 (Closed Sessions)

APPROVED: November 11, 2002

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