

**BOARD MEETINGS**

- I. Regular & Special: Regular meetings of the Board of Education shall be held on the second Monday of each month at 6:45 P.M. in the Granton Community Library, unless otherwise provided. Special meetings may be called by one member, by requesting the clerk, or in the clerk's absence the president, to notify the other members of the time and place of such meeting not less than twenty-four hours before such meeting. Special meetings may be held without such notice when all members are present, or consent.

The District Administrator of the school may request a special meeting with proper notice to all members at least twenty-four hours prior to the meeting. All School Board meetings are open to the public except in certain personnel matters as provided by Wisconsin Statutes when a Board may move to "Executive Session".

II. Agenda Format:

- I. REGULAR BUSINESS
  - A. Call to Order
  - B. Roll Call
  - C. Verification of Notice to Public
  - D. Pledge of Allegiance
  - E. Approval of Agenda
  - F. Approval of Previous Minutes
- II. STUDENT COUNCIL REPRESENTATIVE INPUT/REMARKS
- III. OPEN FORUM
- IV. AGENDA ITEMS
  - A.
  - B.
- V. TREASURER'S REPORT
  - A. Action on Vouchers
  - B. Financial Report
- VI. OTHER REPORTS
  - A. School Board Committee Reports
  - B. Principal's Report
  - C. Superintendent's Report
- VII. CORRESPONDENCE
- VIII. Motion to Convene in Executive Session Under Wisconsin Statute 19.85 (1)(c)(e)(f) (Approximately \_\_\_ p.m.) for the purpose of discussing/taking action on:
  - A. Approval of Prior Month(s) Executive Meeting Minutes
  - B. Review of Personnel/Evaluations & Procedures
- IX. Reconvene in Regular Session (Approximately \_\_\_ p.m.)

Clerk Report of Action Taken in Executive Session and Board action on Agenda Items not yet acted on.
- X. ADJOURNMENT

- III. The agenda shall be prepared by the District Administrator, shall be published in the district newspaper, and shall be mailed/emailed to the Board of Education members at least twenty-four hours before the regular meeting.
- IV. All items to be specifically mentioned on the agenda must be given to the administration at least twelve days prior to the meeting.
- V. Quorum: Three members present and voting shall constitute a quorum.
- VI. Rules of Order: The rules of parliamentary procedure comprised in Roberts "Revised Rules of Order" shall govern the Board meeting by majority vote. The order of business may be in its deliberations. Rules may be amended, suspended or revised at any meeting by a majority vote of the Board.
- VII. Voting Method:
  - A. Voting shall be by roll call on policy revision or when requested by any member, and each member's vote or failure to vote shall be recorded.
  - B. Any member of the Board may call for a vote on any question after discussion.
  - C. The president shall have a vote.
  - D. The District Administrator shall be required to attend all meetings of the Board. He/she shall have a seat among the members and a voice in the proceedings but shall have no vote.
- VIII. Executive Session: Executive sessions when held will be in accordance with Wisconsin Statutes. All questions relating to the conduct, qualifications, selection or election of teachers, supervisors, principals and administrators shall be considered in executive session, and no remarks made by any member during such sessions shall be repeated or disclosed at any other time or place.
- IX. Minutes: Minutes of the proceedings of the Board shall be recorded by the clerk and submitted to the office of the District Administrator for distribution to Board members prior to the next regular meeting. Minutes of the preceding meeting(s) shall be approved by the Board and signed by the clerk and president. The official minutes shall be kept in the office of the District Administrator and shall be open to public inspection. The official minutes of all regular and special meetings of the Board shall be published in the officially designated school newspaper in accordance with Section 120.00(4) of the Wisconsin Statutes.
- X. Public Participation: The Board desires citizens of the district to attend its sessions, so that they may become better acquainted with the operation and programs of the schools, and that the Board may have opportunity to hear the wishes and ideas of the public. All official meetings of the Board shall be open to the press and public. The Board reserves the right to meet privately for work sessions and to adjourn into executive session to discuss such matters as are permitted by law.
- XI. Meetings of the Board are conducted for the purpose of carrying on the business

of the school, and therefore, are not public meetings, but meetings held in public.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

- A. Anyone wishing to speak before the Board will be permitted to do so during the agenda period identified as "OPEN FORUM".
  - B. Any individual desiring to speak shall give his/her name and the group, if any, that is represented.
  - C. The presentation should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to five minutes.
  - D. Speakers may offer such objective criticism of school operations and programs as concern them. But in public session, the Board will not hear personal complaints of school personnel nor against any person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals.
- XII. The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to the rules established above.
- XIII. Persons appearing before the Board are reminded, as a point of information that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

Adopted:	March 3, 1979
Revised:	March 8, 1988, November 10, 1992, October 13, 1997, June 29, 2001 September 26, 2011, July 10, 2012, September 9, 2013

Legal	Administrative Code:
References:	Wisconsin Statutes: