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| **Pulaski Community School District**  **Board of Education Policy** | **Policy Code: BD**  **Date: April 22, 2020** |

**SCHOOL BOARD MEETINGS**

### Methods of Operation

All actions of the Board shall be taken only in official Board meetings called, scheduled, and conducted according to these bylaws and the statutes of the state.

### Regular Meetings

The regular meetings will transact all normal school Board business that is placed on its agenda. The Committee of the Whole is a monthly meeting, presided over by the Board President. Agenda items shall be discussed in the Committee of the Whole and acted upon at the Business Meeting.  Items that are necessary for business or an emergency may be acted upon by the Committee of the Whole.

The Board will not necessarily vote on each item on the agenda, as due consideration and deliberation may be necessary before action can be taken.

### Special Meetings

Special meetings may be called as authorized in Wisconsin Statute 120.11(2). No business shall be transacted at any special meeting of the Board which does not come within the purpose set forth in the call for the meeting. Notification of special meetings will be given in writing to each Board member at least 24 hours before such a meeting.

### Adjourned Meetings

Adjournment of a regular or special meeting to a later date may be had by action duly taken, and at such adjourned meeting, all business may be regularly transacted which would have been proper in the meeting from which adjournment is taken.

### Executive Meetings (Closed Sessions)

Executive meetings (Closed Sessions) or sessions of the Board shall be called at such time and place as required for discussion of such matters as authorized in Wisconsin statute 19.85(1).

### Role and Function of the Board Meeting

The meetings of the Board of Education are basic to the operation of the Board. All official action of the Board shall be taken only when the Board is in formal session.

Since members of the Board are unable to function officially as individuals, the Board meeting presents an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the Board works toward consensus decisions on specific instances. In addition, the meeting provides an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered.

### Time and Place

The Board of Education shall hold regular meetings as determined by the Board of Education during its annual organization meeting as described under Board of Education Policy BC, Organization of the Board.

The Board shall approve a yearly calendar of regular meeting dates and places for the subsequent school year. Notification of a change in the date, time, and/or place will be given at least 48 hours prior to the meeting.

### Quorum

A majority of the Board membership shall constitute a quorum for the transaction of business. The affirmative vote of a majority of those members present at any meeting having a quorum, shall be considered sufficient for action, except for actions required otherwise by law or by these policies.

**Remote Participation in Meetings by Board Members**

Remote participation by board members in meetings shall not be allowed as a matter of policy.

However, an exception to this policy may be made on a case-by-case basis provided that 1) remote participation by a board member does not impede the normal operation of the in-person meeting, and 2) enabling remote participation can be achieved using the district’s existing technology resources. Board members participating remotely may not make or second motions or vote on any motion or issue before the board.

A board member desiring to participate remotely shall notify, at least 24 hours prior to the meeting, the meeting chairperson, who shall have the sole authority to determine whether the policy exception may be granted. Remote participation may be terminated during a meeting at any time should it become disruptive to the functioning of the meeting. Note that, as required by law, a physical quorum must always be present for a meeting to occur.

**Closed Session Remote Participation Policy**

In addition to the general requirements above, members may not participate remotely in closed sessions that involve an individual’s due process rights or a quasi-judicial hearing, including but not limited to expulsions and employee discipline. It is also incumbent on a board member participating remotely to preserve the confidentiality of closed sessions by ensuring that his or her communication cannot be overheard.

**Remote Meetings During Emergency Situations**

In the case of declared emergencies, when in-person meetings are prohibited or where the board determines it is in the interest of safety to avoid meeting in person, the board may hold remote/virtual meetings to conduct business required to maintain district operations. For the purposes of these emergencies only, board members remotely attending a meeting will be counted in establishing a quorum.

Remote meetings will be held using technology that will allow member participation, allow real-time public monitoring of the open-session meeting, and preserve the security and confidentiality of closed sessions. The meeting notice should inform the public that the meeting will be held virtually/remotely and provide information necessary for the public to monitor the meeting.

All other normal meeting policy and rules will be followed.

**THE ANNUAL MEETING**

School District Annual Meeting

The annual school district meeting shall be conducted in accordance with the Wisconsin Statutes. It shall be held on the third Wednesday in September at 7:00 p.m. unless the date is changed at the previous year’s annual meeting in accordance with Wisconsin Statute. All business transacted at this meeting will be in accordance with Wisconsin Statute 120.10.

### Public Participation

Public participation at Pulaski Community School District Board of Education meetings is governed by Board of Education Policy KD, Public Participation at Board Meetings.

### Board Records

Records maintained by the Pulaski Community School District are managed under Board of Education Policies KBG, Access to Public Records; and KBGA, Records Retention Schedule for School Districts.

**Legal Reference**

Wisconsin Statutes

* 19.81 - 19.98 Open meetings law
* 120.08 School district meetings
* 120.11 School board meetings and reports
* 120.43 School board meetings

**Policy Reference**

BC Organization of the Board

BCE Board Committees

BCEA Committee of the Whole

BDDC Agenda Preparation and Dissemination

KBG Access to Public Records

KBGA Records Retention Schedule for School Districts

KD Public Participation at Board Meetings

Policy Adopted: September 13, 1982

Policy Revised: February 20, 1985; April 11, 2001; March 15, 2017; December 19, 2018, April 22, 2020

Policy Reviewed: July 17, 2013