

Richmond School District Policy Statement
Regular/Special Board Meetings

Policy #: 171

Official business of the School Board shall be transacted at regular monthly meetings and at such other meetings of the Board as are authorized by law.

All regular and special meetings of the Board will be open to the public except as provided by law. Board meetings are not meetings of the public, but meetings of the Board held in public and the Board may impose limits on public participation at meetings in order to carry out its legal functions properly and efficiently.

Only those items of business included on the noticed agenda shall be discussed and/or acted upon by the Board at the meeting. However, to the extent consistent with the public notice of any period of public comment period that is to take place at a meeting, the Board may discuss (but not take any action upon) any subject matter that is raised by a speaker even though the subject matter was not specifically noticed as an item of business for the meeting.

Board meetings shall be moved to a larger school facility within the District when evidence is made available to the District Administrator or Board President that a larger crowd than can be accommodated in the Board Room will be in attendance.

All meetings will be conducted in compliance with state and federal statutes. See Policy #187. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, gender, age, or national origin is practiced.

To implement and ensure the public policy herein expressed, all meetings of the Board of Education shall be publicly held and open to all citizens at all times except for executive or closed sessions as permitted by the statutes.

The Board of Education annually shall set the dates and times for regular meetings. Only a majority of the Board members and subsequent notification of the local newspapers shall change a meeting date. The District Administrator shall provide each member with an agenda prior to the meeting.

Special Board Meetings

Any Board of Education member may file a written request for a special Board of Education meeting with the District Administrator or with the Board of Education Clerk. The District Administrator shall promptly inform the Clerk, or in the Clerk's absence, the President of the Board, of any special Board meeting requests. The Clerk shall then prepare a notice of the special meeting including the time, date, place, and subject matter of the meeting. Written notice from the Clerk at least twenty-four (24) hours in advance of the Special Board Meeting shall be delivered to each Board member.

When written twenty-four-hour notice to Board members cannot be given, the Clerk shall attempt to notify each member of the meeting and must receive written consent for the special Board meetings from each member who will not be attending. The Clerk shall notify Board members in person or by telephone.

Minutes of each meeting shall be recorded, and the proceedings of each meeting shall be posted within 45 days of each board meeting.

The Board, with the assistance of the school district business office, shall ensure that a detailed record of receipts and expenditures is available to the public for inspection at each board meeting.

Meetings may be adjourned to a specific date for the consideration of unfinished business.

Board member and public notice of regular Board meetings shall be given in accordance with state law and established District procedures.

Wisconsin Statutes

[Section 19.81\(2\)](#) [public access to meetings]

[Section 19.83](#) [governmental meetings; period of public comment]

[Section 19.84](#) [public notice of meetings]

[Section 19.85](#) [exemptions to meeting in open session]

[Section 120.11\(1\)](#) [regular monthly board meetings]

[Section 120.11\(4\)](#) [proceedings of school board meetings; financial records]

[Section 995.20](#) [legal holidays]

Approved: 12/10/01

Revised: 4/23/07, 11/14/2016