

## Board Operations

### Board Meetings

#### Closed Session

All meetings of the School Board and its committees shall be open to the public, except those sessions authorized by law to be closed. Reasons for conducting closed sessions include, but are not necessarily limited to the following:

- Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before the Board.
- Considering or acting on the dismissal, demotion, licensing or discipline of any District employee 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.
- Considering employment, promotion, compensation, or performance evaluation data of any District employee.
- Considering strategy for crime detection or preventions.
- Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.
- Considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems, or the investigation or charges against specific persons; 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.
- Conferring with legal counsel for the Board, or one of its committees, who is rendering oral or written advice concerning a strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved.
- Considering requests for confidential written advice from the ethics Board under state law, or from any local government ethics Board.

In order for the Board to convene in closed session, a motion must first be made in open session and carried by a majority vote in such manner that the vote of each individual Board member is ascertained and recorded in the minutes. In connection with this motion, and prior to any vote to convene in closed session being taken, the presiding officer of the meeting shall announce to the Board and to those present at the meeting the nature of the business to be considered in closed session and the specific statutory exemption(s) authorizing the closed session. The meeting notice and the presiding officer's announcement shall describe the subject matter that is proposed for consideration in the closed session. The minutes of the meeting shall record the presiding officer's announcement. No business may be taken up at any closed session except that which relates to matters identified in both the public notice of the meeting and the presiding officer's announcement of the closed session. Any Board member who, upon hearing the presiding officer's announcement of the proposed closed session, concludes that the closed session is not authorized by law, or who otherwise does not wish to authorize the Board to convene in closed session, may vote against the motion to convene in closed session.

Minutes of each closed session portion of any Board meeting shall be recorded, and the proceedings available to the public shall be published in accordance with state law requirements. When determining the content and timing of the availability and publication of the proceedings from any closed session, it may be appropriate to withhold specific information from the publicly-available proceedings until such time, if any, as there is no longer a clear and ongoing need to preserve the confidentiality of that information.

Only those individuals specifically authorized by the Board may attend a closed session meeting. If votes are taken in closed session, they will only be on matters that are legitimate subjects of consideration and deliberation at closed sessions.

Public notice shall be given of all contemplated closed sessions in accordance with state law and established District procedures. The Board shall not commence a meeting, convene in closed session, and thereafter reconvene again in open session within 12 hours after completion 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 meeting convened prior to the closed session.

**Legal References:**                    **Section 19.84 Wisconsin Statute**  
   **Section 19.85 Wisconsin Statute**  
   **Section 120.11(4) Wisconsin Statute**

**Policy Approved:**                    **December 18, 1985**

**Policy Revised:**                    **February 26, 2004**  
   **December 16, 2013**  
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