

**Policy #: 171**  
**SCHOOL DISTRICT OF WEBSTER**  
**Date Adopted: May 17, 2011**  
**Date Revised:**  
**Policy Title: Regular Board Meetings**

- I. Meetings  
The third Monday of each month will be the regular meeting of the Board of Education (Board), which may be changed to meet the convenience of the Board members.
- II. Adjourned Meetings  
Any legal meeting of the Board may be adjourned to a specific time and place. Only problems on the agenda of the meeting adjourned may be acted upon at the adjourned meeting, except by a vote of 2/3 of the members present.
- III. Place of Meeting  
All meetings of the Board shall be held at the 5-12 building's Instructional Media Center (IMC) unless a different place shall be designated by resolution or in the notice of a special meeting.
- IV. Rules of Meetings
  - a. All meetings and records of the Board shall be open to the public.
  - b. The Board shall abide by a majority rule and once an issue has been thoroughly considered by the Board it will become the policy of the entire Board.
  - c. All statements of policy shall be announced by the Board as a whole, and not as individual members of the board. Policies as to salary schedules, employment regulations, work schedules, rules for conduct and discipline should be in written form and available to all concerned.
  - d. The Board, together with the Superintendent, has the obligation to provide such leadership and render such services as will result in trust and confidence on the part of all citizens in the school district and state. It is their obligation and responsibility to work together for an increasingly effective program of education for our children and insofar as is required of each to submerge personal ambition, prejudice, personal gains and personal desires.
- V. Minutes of Proceedings
  1. The minutes of the preceding meeting(s) shall be read and approved by the Board.
  2. A copy of all motions shall be carefully recorded. In order to give vital information to the public, significant discussions and minority opinions may be entered in the minutes.
  3. The official minutes of the annual meeting shall be bound and kept in the office of the Administrator of schools and published according to 40.28(3).
- VI. Records Available
  1. All records of the Board shall be available to citizens for inspection at the Superintendent's office.

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VII. Compensation and Expense

Each member of the Board of Education shall receive compensation for his/her services as a member or as an officer as voted at the annual meeting. The members of the Board shall be reimbursed for out of pocket expenses incurred in performance of Board functions.

VIII. Transaction of Business

The Board shall transact all business at a legal meeting of the Board. No member of the Board shall have power to act in the name of the Board outside of Board meetings, unless so designated by Board.

**Cross Reference:**

**Legal Reference:**

**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]