

Series	100	Board of Education
Section	170	Board Meeting
Policy	172	Special Meetings

Any School Board Member may call a Special Board Meeting by filing a written request at the school administrative office or with the School District Clerk. The District Administrator will promptly inform the Clerk, or, in the Clerk's name, the School Board President, of any Special Board Meeting request filed at the Administrative Office. The District Administrator will 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 24 hours in advance of the Special Board Meeting will be delivered to each Board Member personally or will be left at the member's usual place of abode.

When written 24-hour notice to Board Members cannot be given, the District Administrator will attempt to notify each member of the meeting and must receive written consent for the Special Board Meeting from each member who will not attend. The District Administrator will notify Board Members in person or by telephone at the members' homes or, during business hours, at their places of business.

The District Administrator will give public notice of the Special School Board Meeting at least 24 hours in advance of the meeting. When, for good cause, 24 hour notice is impossible or impractical, shorter notice may be given, but in no case may the public notice be provided less than 2 hours in advance of the meeting, and no meeting will be held without such public notice.

Whenever there is insufficient time to publish public notice of a Special Board Meeting, the notice of the Special Board Meeting, the notice of the Special Board Meeting will be posted at the following locations:

St. Francis Bank, Kewaskum
Each school building of the District

If at a Regularly called Board Meeting, a Special Meeting is requested and approved, subsequent written notice will not be required.

Legal Reference: Wis. Stat. 120.11

Cross Reference:

Adopted: 9/1974

Revised: 1/1980; 9/1986; 10/1986; 8/1992

Reviewed: 2004