

## CLOSED SESSIONS

1. Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:
  - a. Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body; s. 19.85(1)(a)
  - b. Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a faculty member, and the taking of formal action on any such matter s. 19.85 1 (b)
  - c. Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; s. 19.85(1)(c)
  - d. Considering specific applications or probation or parole, or considering strategy for crime detection or prevention; s. 19.85(1)(d)
  - e. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; s. 19.85(1)(e)
  - f. Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary considering of specific personnel problems or the investigation of charges against specific persons except where paragraph b. applies 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; s. 19.85(1)(f)
  - g. Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; s. 19.85(1)(g)
  - h. Consideration of requests for confidential written advice from an ethics board under s. 19.46(2), or from any local government ethics board. s. 19.85(1)(h)
  
3. No governmental body may commence a meeting, subsequently 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. s. 19.85(2)

4. Nothing in this subchapter shall be construed to authorize a governmental body to consider at a meeting in closed session for the final ratification or approval of a collective bargaining agreement.
5. Closed Session Minutes. The minutes of a closed session of the Board must include:
  - a. Who is present
  - b. The presiding officer's "announcement" of the closed session
  - c. The motion to convene in closed session and the votes of individual board members on that motion
  - d. A record of any official action taken in closed session – specifically topic of discussion and each vote, of each Board member on topics voted upon
  - e. If no action is taken in the closed session – the board discusses a matter but takes no action – the minutes would instead reflect the topic(s) of discussion
  - f. The district office administrative assistant is responsible for typing all closed session Board meeting minutes
  - g. Closed session meeting minutes may be sent to the administrative assistant electronically or delivered in hard copy
6. Access to Closed Session Meeting Minutes
  - a. All closed session Board of Education meeting minutes are stored in the district office vault
  - b. Meeting minutes may be accessed through a state of Wisconsin public records law open records request
  - c. The district administrator is the school district custodian of records – Permission may only be granted to closed session meeting minutes through the district administrator
  - d. In the absence of the district administrator, the director of finance is the custodian of records

LEGAL REF: Wisconsin Statutes §19.84, 19.85

APPROVED: March 18, 2019