

Unity School District - Board of Education

Board Policy 171.1

Public Notification of Board Meetings and Other Governmental Bodies of the School District

Last Revised 8/16/2022

Subject to the limited exceptions identified in this policy, when notice of a meeting of the School Board or any subunit committee of the Board is being given under and for purposes of compliance with the Open Meetings Law, such notice shall be given as follows:

1. As expressly required by any statute that is applicable to the specific body or specific meeting; and
2. By communication from the chief presiding officer of the governmental body or such person's designee to **all** of the following:
 - a. To the news media who have filed a written request for such notice;
 - b. To the public by:
 - i. Placing an electronic copy of the meeting notice on the Unity School District's Internet site; **and**
 - ii. Posting a physical copy of the notice at least at the School District Office at 1908 150th Street, Balsam Lake, WI 54810.

Notice of a meeting issued for purposes of compliance with the Open Meetings Law shall be given at least as far in advance of the commencement of the meeting as is minimally required under state law.

Internet Site(s) for Notice. The District Administrator shall ensure that the Board and each subunit committee of the Board has sufficient access, through such body's presiding officer or such officer's designee, to an Internet account, application, or web page (whether shared or exclusive) that is under the direction and control of the District and that may appropriately be considered the Internet site of the body for purposes of placing meeting notices.

Exceptions. The following are exceptions to the above-specified methods of giving notice of meetings:

1. If the presiding officer of the governmental body or such officer's designee determines that the normal physical posting location specified above is closed or insufficiently accessible, the first alternate location for the physical posting of the meeting notice shall be Balsam Lake Post Office.
2. If the presiding officer of the governmental body or such officer's designee determines that a technical, staffing, or other access issue prevents giving timely notice to the public via the applicable Internet site, then such person may give notice of a meeting to the public by physically posting the notice in at least three public places. Provided the locations are open and sufficiently accessible, the posting locations shall include at least the following: Milltown Post Office. If any of these posting locations is closed or insufficiently accessible, the next alternate location to be substituted for any unavailable location shall be Centuria Post Office.

3. If, pursuant to a statutory requirement, notice of the meeting was given as a Class 1 or Class 2 legal notice, and such legal notice also meets the requirements for giving notice to the public under the Open Meetings law, this policy shall not be interpreted to require any additional method of giving notice to the public.

Amended Notices. If it is necessary to amend any meeting notice that has already been issued in a manner that is material to the requirements of the Open Meetings Law, notice of the amendment(s) should normally be given in the same manner as the original notice, but at least in conformance with minimum applicable statutory requirements.

Supplemental Notice. The presiding officer of any governmental body of the District, the presiding officer's designee, or other District official or employee may provide supplemental notice of a meeting through other means that exceed the minimum requirements of the Open Meetings Law and this policy. Unless otherwise required by law, the giving of any such supplemental notice shall not be binding on the body or commit any officer, designee, or governmental body of the District to the future use of such supplemental form(s) of notice.