

**School Board Policy 171.2**

**Agenda Preparation and Dissemination**

***Part 1***

***Agenda Preparation***

The Board of Education represents the governing and policy making body of the district. Board members may recommend policy issues and other agenda items for upcoming meetings to the board president. An opportunity shall also be provided at regular board meetings for members to identify and consider the merits of proposed agenda items.

Items of business may be suggested in writing by any staff member or citizen of the district. The inclusion of such items shall be at the discretion of the board president.

The district administrator with advice from the board president, will have the autonomy to include all agenda items which he/she deems appropriate and necessary to manage district operations.

In the event that a matter arises, that is jointly determined by the district and board president to be of such urgency and potential consequence to the district that it should be included on the agenda after the agenda has been posted and distributed, the notice of such matter shall be in accordance with applicable statutes and the current compliance guide regarding Wisconsin Open Meetings Law.

A consent agenda shall be utilized to approve a grouping of routine matters which usually do not require discussion or explanation and may be acted upon by a single motion. However, any school board member may prior to a vote to approve the grouping of consent items make a motion to consider one or more of the items separately. Each proposal on the agenda not generated by administration includes the name of the person requesting consideration of the business.

All agendas and meeting notifications shall be prepared by the office of district administrator.

***Part 2***

***Agenda Dissemination***

Copies of the agenda and supporting information shall be prepared and distributed by the office of the district administrator and electronically posted for, or delivered to each board member at least 72 hours prior to the meeting.

A copy of the agenda and supporting information that is not deemed to be of confidential and privileged nature shall be available to the press 72 hours before the board meeting.

A detailed agenda of district board meetings along with time and location shall be published in the official district newspaper. A statement welcoming the public to attend each board meeting shall be included in each notification.

LEGAL REF.:           Section 19.84 Wisconsin Statutes

CROSS REF.:           171.1, Public Notification of Board Meetings

APPROVED IN PART:    January 21, 1980

REVISED:             October 17, 1988  
                          June 19, 2000  
                          February 18, 2002  
                          June 28, 2010