

AGENDA PREPARATION AND DISSEMINATION

The agenda for Board of Education meetings shall be prepared by the District Administrator. Board members, staff and citizens may request items to be placed on the agenda. However, a request to have an item included on the agenda shall not be used to bypass existing policies and procedures nor used to circumvent the processes that would normally be used to address the issue. Citizens may be requested to supply appropriate data.

The agenda shall be prepared the Monday before the regular meeting and disseminated to Board members and the media. Information on agenda items shall be mailed to Board members the Wednesday or Thursday before the regular meeting.

The Board shall follow the order of business set up by the agenda, unless altered by a majority vote of the members present at the meeting. The agenda shall include, among other items, oral and written communications (including those from the public).

LEGAL REF:           Section 19.84 Wisconsin Statutes  
                          Attorney General Opinion 1993

CROSS REF:           171    Regular Board Meetings  
                          171.1  Public Notification of Board Meetings  
                          171.2  Exhibit, Agenda Format (Order of Business)  
                          172    Special Board Meetings  
                          173    Executive Sessions  
                          181    Rules of Order  
                          181.1  Item Reconsideration  
                          182    Quorum  
                          183    Voting Method  
                          187    Public Participation at Board Meetings  
                          187    Exhibit, Citizen Comments at Board Meetings

APPROVED: February 11, 1985

REVISED:   September 13, 1993  
              November 10, 2003  
              December 10, 2007