

AGENDA PREPARATION AND DISSEMINATION

The agenda for Board of Education meetings and work sessions shall be prepared by the District Administrator and the School Board President.

Items of business may be suggested by administrators or other persons within the District for inclusion on the agenda. Agenda items shall be received in the District Administrator's office so that they may be included in the appropriate work session or Board meeting agenda.

In addition, any Board of Education member may formally request to add an item to a future Board agenda. Potential agenda items must be brought forward for consideration by submitting a "Request to Add an Item to a Future Board Agenda" form not later than the two business days prior to an upcoming regular Board meeting or work session (Exhibit 1). Such requests shall be placed on a Board agenda as a topic for consideration at a future Board meeting by submitting the completed form (Exhibit 1). The item will then be decided on by the Board as to whether it should appear on a future agenda.

Each regular Board meeting shall have a period for public comment.

The agenda of regular and special Board of Education meetings shall be provided to each Board member. If a Board member has any questions about an agenda item or report, it is recommended that contact be made with the District Administrator prior to the time of the meeting.

Items of business may not be suggested from the floor for discussion and/or action at the same meeting except as specifically authorized by law.

ADOPTION DATE: January 11, 2016
REVISION DATE(S): December 11, 2017; March 8, 2021
REVIEW DATE(S): December 8, 2022
CROSS-REFERENCE: Exhibit 1 - Board Member Request to Add an Item to Future Board Agenda
LEGAL REFERENCE: Wisconsin Statutes Section 19.83(2), Section 19.84, Section 120.43(2)