

AGENDA PREPARATION AND DISSEMINATION

Policy 171.2

Page 1 of 3

The District Administrator shall be responsible for preparing the agenda for all meetings of the School Board. In doing so, the District Administrator shall incorporate such direction as the Board has provided regarding priorities and scheduling, and shall also seek input from the Board President, other individual members of the Board, and members of the administrative staff as appropriate. To facilitate the Board's ability, as a body, to provide such direction to the District Administrator, the meeting agenda and public notice of each regular and special Board meeting shall expressly include "Identification and Scheduling of Future Meetings and Future Agenda Items" as an item of business to be taken up immediately prior to adjournment. This item of business is administrative in nature and does not authorize the initiation of substantive discussion, deliberation, or debate on any subject matter that is not otherwise included on the public notice for that meeting.

Each regular monthly Board meeting agenda shall include a period for public comment, which shall be included as an item of business in the public notice of the meeting.

The agenda packet shall be disseminated to Board members in sufficient time before the meeting so that the Board may give items of business careful consideration. As a general guideline, and with such exceptions as may be necessary from time to time, a meeting agenda (even if tentative) and the supporting materials shall be distributed to Board members and the administrative team of the District at least 3 prior to each Board meeting. In the event there are any known gaps in the agenda packet that will be filled by a later supplement to the packet, the administration shall provide the materials that are available and inform the Board that supplemental material is forthcoming. The agenda packet shall include the agenda accompanied by information including the following:

- a. a brief explanation of each item appearing on the agenda, along with an indication of whether it is intended as an action item, or primarily as a discussion or informational item;
- b. data and support information that will be helpful to Board members in considering the agenda items (whenever possible, proposals should be accompanied by pertinent fiscal notes and financial estimates); and
- c. a listing of vouchers to be approved for payment as prepared by the business office, if applicable.

The agenda and all supporting materials open for public review shall be made available to the public upon request at the District Office in a manner consistent with the District's access to public records policies. Limited copies of the final agenda and key portions of the supporting materials that have been prepared for the Board shall be made available to the public at the Board meeting on a first come, first served basis.

Public notice of meeting agendas shall be given to the news media and for the benefit of other interested individuals in accordance with legal requirements. The official public notice of the meeting shall be posted in the following locations within the District: District, High School, and Elementary Office. In the absence of technical difficulties, the official public notice shall also be made available to the public in advance of the meeting via placement on the District's website.

AGENDA PREPARATION AND DISSEMINATION

Policy 171.2

Page 2 of 3

The District Administrator, as designee for the Board President, will direct the proper posting and issuance of public notice of Board meetings at least 24 hours in advance of the meeting. When, for good cause, providing 24-hour notice is impossible or impractical, state law allows that shorter notice may be given, but the public notice must always be given at least two hours in advance of the meeting.

During meetings, the Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote or by the unanimous consent of the members present at the meeting.

Except as to those items of business which expressly state that "*No final action will be taken on this item at this meeting,*" the Board may take substantive action, up to and including final action, on all items of business appearing on the formal public notice of the meeting. Items of business marked by the "*No final action*" notation are (1) expected to appear again on a future meeting agenda for possible final action, and/or (2) intended primarily as discussion/informational items. Notwithstanding the notation, the Board may take tentative or interim action on such items (such as narrowing alternatives, establishing additional direction for the administration, etc.).

Amendments to Meeting Agendas and to the Public Notice

In the event that after the original public notice of a meeting has been posted/issued, a matter arises or is identified that is not included on the original notice, or in the event that it is necessary to modify or clarify items of business that appear on the original public notice, the District Administrator, in consultation with the Board President, shall take such steps as are necessary to amend the public notice in advance of the meeting, including providing the media outlets that have requested notification of Board meetings with copies of the amended notice. Any amendments to the public notice of a Board meeting must be made according to the same deadlines as the law establishes for original notices.

Notice to the public of necessary amendments to the original public notice of a Board meeting will be given in the same manner as the original, unless such notice is impracticable due to publication or broadcast deadlines. Notice to the media of an amended notice will generally be given by fax or electronic communication to ensure timely transmission.

In the event that a matter arises or is identified after the Board has been provided with a copy of a meeting agenda, but prior to the posting and issuance of the original public notice of the meeting, the draft of the public notice shall simply be modified prior to posting/issuance. The District Administrator, or his/her designee, shall inform the Board that the original agenda they received has been amended in a manner that is consistent with the public notice, and shall also provide the Board with any supplemental background materials related to the changes to the agenda.

Legal References:

AGENDA PREPARATION AND DISSEMINATION

Policy 171.2

Page 3 of 3

Wisconsin Statutes

[Section 19.83\(2\)](#) [discussion during public comment period]

[Section 19.84](#) [public notice of board meetings and scheduling of public comment period]

[Section 120.43\(2\)](#) [board meetings]

Adoption Date: 10/09/2017