

# AGENDA PREPARATION AND DISSEMINATION

## Policy 171.2 Page 1 of 1

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 calendar days 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.

### Legal References:

#### Wisconsin Statutes

<a href="#">Section 19.83(2)</a>	[discussion during public comment period]
<a href="#">Section 19.84</a>	[public notice of board meetings and scheduling of public comment period]
<a href="#">Section 120.43(2)</a>	[board meetings]

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