



PREPARATION FOR BOARD MEETINGS

The District Administrator is responsible for compiling a written Board agenda and any other pertinent material for each regular Board meeting and for their proper distribution.

Items of business may be suggested by individual Board members, the District Administrator or patrons of the district. Business item suggestions from Board members or patrons of the district should be submitted to the Superintendent at least one week prior to the meeting to be considered for inclusion on the written agenda.

The agenda, addendums, previous meeting minutes, and other pertinent materials shall be prepared by the Superintendent and sent to members of the Board, and others, as may be determined by the Board at least four days prior to the date of the regular meeting, and if practicable, four days prior to special meetings.

Legal Reference: Wisconsin Statutes 19.84

Adopted: January 1973
October 1975

Revised: February 1986
May 2000