AGENDA PREPARATION

The Board recognizes that the public is entitled to the fullest and most complete information regarding business to be taken up by the Board. To that end, the Board shall provide public notice of all Board meetings in accordance with state law requirements.

Board meeting notices will be provided to all members of the Board and Administrative Team, and to the District's official newspaper and other media that have filed requests for such notification. This notice shall set forth the time, date, place, and subject matter of the meeting, including that intended for consideration at any contemplated executive session. Should a revision to any meeting notice become necessary, such revisions will be provided to the same recipients in as timely a manner as possible.

The Superintendent will prepare the meeting agenda, in coordination with the Board President. Preparation of the agenda will include consultation with Administrative staff and other Board members as appropriate. Preliminary agenda items will be formulated at the preceding meeting of the Board. Board member requests for agenda additions will be directed to the Board President, and approval of the addition(s) will be at his/her discretion. Staff requests for agenda additions will be directed to the Superintendent, and approval of such addition(s) will be at his/her discretion.

The agenda, together with supporting materials, will be distributed to Board members and administrators at least two working days in advance of the meeting, in order that members have adequate time for review. Supplemental materials may be provided at the Board meeting when circumstances require, but should be provided in advance whenever possible.

The Board will follow the order of business as indicated on the agenda, unless altered by a majority vote of the Board.

LEGAL REF: WI. ST. 19.84

Adopted: January 8, 2003
Last Revision: January 9, 2008
Last Review: September 14, 2016