

171.2 AGENDA PREPARATION AND DISSEMINATION

The District Administrator, in conjunction with the Board President, shall prepare an agenda for every meeting of the board. Any School Board member may place items on agendas by notifying the District Administrator or Board President one week in advance of meeting dates.

The Board shall follow the order of business set up by the agenda unless altered by a majority vote or consensus of the members present at the meeting.

Items placed on the “consent agenda” portion of the agenda are approved by one motion. They generally are routine matters which usually do not require discussion or explanation and may be acted upon by a single motion. The following routine business items may be included in a single resolution for consideration by the Board.

- A. Minutes of prior meetings
- B. Accounts Payable
- C. WIAA cooperative team and membership renewal
- D. 66.301 and other cooperative agreements
- E. Start College Now Applications
- F. Transportation contracts
- G. Substitute teacher pay
- H. Job descriptions
- I. School safety documents
- J. Seclusion and restraint report
- K. Donations to the district

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the District Administrator or any Board member thinks the item requires further discussion.

Should matters arise in a meeting, which were not specifically included on the agenda, no action or discussion shall be taken. Such matters may be held over to the next meeting when they can specifically appear on the agenda.

All agenda and meeting notifications shall be prepared by the office of the District Administrator. Public notice shall be given for regular board meetings in accordance with state law and board policy.

Changes to agendas will be noticed and posted in advance of the meeting in accordance with state law and board policy.

The agenda for each regular meeting shall be mailed or delivered, electronically or in person, to each Board member to provide proper time for the member to study the agenda. Generally, the agenda and supporting materials should be available or delivered electronically no later than three (3) days prior to the meeting. The agenda and the supporting materials for a special meeting shall be delivered at or before the meeting.

LEGAL REFERENCE: Sections: 19.84 Wisconsin Statutes 120.11

APPROVED: 12/21/2020

REVISED: 01/08/2024