

AGENDA PREPARATION AND DISSEMINATION

Establishing the Subject Matter of Meeting Agendas. The Board President and District Administrator shall work collaboratively to determine and prepare the agendas for regular and special meetings of the School Board, except that they shall (1) adhere to any specific direction provided by the Board or Board policy, and (2) include on the agenda of any special meeting any subject matter that was the specific reason for calling or requesting such special meeting. In the event of a disagreement between the President and District Administrator over the inclusion or exclusion of a specific topic or item of business, the President shall have the authority to make the final decision in the absence of any applicable Board directive.

Any Board committee, individual Board member, individual staff member, parent, or other member of the school community may suggest or request the inclusion of an item of business on a future meeting agenda by submitting the request in writing to the attention of the District Administrator and/or Board President. However, the Board President and District Administrator need to prioritize and limit the scope of the agendas for specific meetings, and the Board retains for itself the discretion to make final decisions regarding when, if at all, particular items of business will be included on an agenda for a Board meeting. Accordingly, suggesting or requesting an item for possible consideration in no way guarantees actual placement of the item on a meeting agenda.

If an individual Board member, a committee chairperson acting on behalf of a Board committee, or the District Administrator disagrees with the Board President's decision not to include a particular item of business on the agenda for a particular meeting, such person may insist that the next regular meeting of the Board include an agenda setting topic where the Board as a whole may (1) decide when, if at all, the issue or topic in question will be calendared for further substantive discussion and/or possible action, or (2) refer the issue or topic for further evaluation (e.g., to a committee or to the administration).

Public Comment Periods. Public comment periods may be included on the agenda and public notice of specific Board meetings to the extent directed or authorized by a specific Board decision.

~~Consent Agendas. One or more consent groupings may be identified on a meeting agenda for items of Board business which are routine in nature or which would not be likely to require extensive discussion or explanation as to the reason for proposed Board action. The adoption of items grouped on a consent agenda, and the possible separation of individual items from a consent agenda, will be governed by established procedures.~~ **{Editor's Note: This section on consent agendas is optional and could be deleted in its entirety. It expressly authorizes the inclusion of consent agendas on meeting agendas without requiring the board to use them. Two key issues with respect to the implementation of a consent agenda that are not addressed in this section concern (1) providing adequate public notice of the various subject matter that is consolidated on the consent agenda, and (2) adequately documenting in the minutes the separate actions taken by the board via the single motion that approved multiple items of business.}**

Dissemination of Meeting Agendas and Background Materials. Board packets of background materials that support the agenda of any Board meeting are intended to be provided to Board members in sufficient time before the meeting so that Board members may review the material and give items of business sufficient consideration. As a general guideline for regular meetings, and with such exceptions as may occur from time to time, the District Administrator shall coordinate the distribution of a meeting agenda (even if tentative) and the available supporting materials to Board members at least three days prior to each regular Board meeting.

LEGAL REFERENCES:

Wisconsin Statutes

Section 19.84 [public notice of board meetings and scheduling of public comment periods]

School District of Rib Lake

Section 19.85 [closed sessions and limitations on reconvening in open session]
Section 120.11(1) [regular board meetings in common and union high school districts]
Section 120.11(2) [special board meetings in common and union high school districts; includes board member notification requirements for special meetings]

CROSS REFERENCES:

170 Board Meetings
171.1 Public Notification of Board Meetings and Meetings of Other Governmental Bodies of the School District
173 Closed Sessions
184 Board Minutes

ADOPTED: October 8, 1998
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