

SERIES 100 – BOARD OPERATIONS

Board Meetings – 170

Agenda Preparation of Regular Monthly Board of Education Meetings (172)

The agenda shall be prepared for each meeting and shall become an official part of the Board of Education's records. The agenda shall be prepared by the District Administrator under direction of the Board President. The agenda shall be delivered by mail, e-mail, or personally in order that each member of the Board of Education's full membership has in their possession a complete agenda at least twenty-four (24) hours before the scheduled start of the meeting.

Wisconsin Statutes 19.84 requires public notification of all items to be considered. No item of business shall receive formal action by the Board of Education unless such item is included on the agenda as an item of business.

Items to be included on the agenda must be given to the District Administrator at least four (4) days, not counting Saturday or Sunday, before the time of the scheduled meeting. For example, Board meetings scheduled for a Monday evening, agenda material must be in the hands of the District Administrator by 12:00 Noon on Wednesday. The normal order of business for Board Meetings is:

- I. Call to Order
- II. Roll Call
- III. President's Comments and Legal Meeting Determination
- IV. Approval of the Agenda
- V. Approval of the Minutes
- VI. Reports
 - A. Financial
 - B. Administration
 - C. Other
- VII. Public Comments
- VIII. Old Business
- IX. New Business
- X. Closed Session
- XI. Return to Closed Session
- XII. Adjournment

Legal Reference: Wisconsin Statute 19.84

Approved: 10/16/06

Revised: 7/13/15