

**SERIES 100  
BOARD OF EDUCATION**

171.2

**AGENDA PREPARATION AND DISSEMINATION**

It shall be the responsibility of the District Administrator, in cooperation with the Board President, to prepare the agenda for each Board meeting.

Individual Board members, staff members and citizens should inform the District Administrator if they have items which they desire to have placed on the agenda. Agenda items should be given to the District Administrator at least one week prior to the Board meeting, if possible, but in no case less than two days prior to the meeting.

An agenda packet which includes the meeting agenda, together with necessary facts and information, shall be sent to Board members prior to the meeting to enable Board members to give items of business careful consideration.

Legal Reference:     Section 19.83 Wisconsin Statutes  
                              19.83(2)  
                              19.84

Cross Reference:     Board Exhibit 171.2, Agenda Format (Order of Business)

Date of Adoption:    November 15, 1995

Date of Revision:    November 19, 2008