

# Board Agenda Preparation & Dissemination

Waunakee Community School District

Policy #171.2

Page 1 of 1

The superintendent shall prepare the agendas for Board of Education meetings. In doing so, the Superintendent shall consult with the Board President.

Requests for additional agenda items from Board members to the Board President shall not be denied but for good cause shown. Any denial of additional agenda items shall be subject to review by vote of the full Board, with a vote of no less than 3 Board members necessary to mandate inclusion on the agenda. Requests for additional agenda items shall be made no later than one week prior to said meeting.

Agenda items may be suggested by any administrator, staff member, student, or citizen of the District. The inclusion of these items shall be at the discretion of the superintendent based upon time restrictions and the interests of the District.

The Board shall follow the order of business set up by the agenda unless altered by Board action. The Board shall not discuss or act upon any item of business not included on the noticed agenda.

The agenda, together with supporting materials, shall be distributed to Board members at least 72 hours prior to the scheduled regular board meeting. Members should carefully review the materials to expedite the Board's business at the meeting. The agenda shall also be made available to the public through the district website, and shall be made available to any member of the public directly upon request.

Legal Ref.: §§19.84 -.84 Wisconsin Stats.

Cross Ref.: 171.1, Notification of Board Meetings  
187, Public Participation at Board Meetings

**Adoption Date:** 5/19/82

**Revised:** 4/22/91

March 1994

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February 2019

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