

**Policy #:171.2**

**SCHOOL DISTRICT OF WEBSTER**

**Date Adopted: May 17, 2011**

**Date Revised: December 20, 2021**

**Policy Title: Agenda Preparation and Dissemination**

The agendas for all meetings of the School Board shall be prepared by the Board President, in consultation with the Superintendent.

Items of business on a future meeting agenda can be requested by any Board committee or any individual Board member, but it is understood that the Board President and Superintendent need to prioritize and limit the scope of the agendas for specific meetings. In constructing the agenda for any regular or special meeting, the Board President and Superintendent shall take into consideration the District's mission, beliefs and priorities; the availability of the information needed for the Board to make informed decisions on particular issues; and the limitations on and the efficient use of Board meeting time. If an individual Board member or committee chairperson disagrees with the Board President's decision not to include a particular item of business on the agenda for a particular meeting, the Board member or committee chairperson may insist that the next regular meeting of the Board include an agenda setting topic where the Board as a whole can decide when, if at all, the issue in question will be (1) calendared for substantive discussion and/or possible action, or (2) referred (e.g., to a committee or to the administration).

Meeting agendas shall be structured in a manner that is consistent with the rules of order for board meetings adopted by the Board.

Unless otherwise determined by the Board when calendaring its meetings, a period for public comment shall be included on the agenda and public notice for every regular meeting of the Board. Any individual within the school community or general public who, aside from appearing before the Board as a speaker during a public comment period, wishes to suggest an issue for possible consideration as a future school board agenda item may do so by submitting the suggestion to the Superintendent or any Board member. School staff with ideas for possible school board agenda items should generally raise the issue through their immediate supervisor. However, the Board retains for itself at all times the exclusive discretion to establish its meeting agendas, and suggesting an item for possible consideration in no way guarantees actual placement of the item on a meeting agenda.

The public interest and principles of good governance require that Board members have sufficient time in advance of meetings to familiarize themselves with proposed items of business, including relevant background materials. With such exceptions as may be necessary from time to time, a meeting agenda (even if tentative) and supporting materials shall be distributed to Board members and the administrative team of the district at least 72 Hours prior to each Board meeting. In the event there are any known gaps in the agenda packet that will be filled by a later supplement to the agenda packet, the administration shall provide the materials that are available and inform the Board that supplemental material is forthcoming. Consistent with the public records law and any applicable exceptions thereto, meeting agendas and supporting materials shall also be made available to interested members of the public for inspection and copying. Agendas and, when reasonably practical, other supporting materials from the agenda packet may be posted on the District website prior to the meeting.

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Consistent with the requirements of the Open Meetings Law, the Board shall refrain from engaging in any information gathering or discussion and from taking any action on any subject matter that is not appropriately within the scope of one or more of the items of business that have been included on the public notice for the meeting.

### **Legal References:**

#### **Wisconsin Statutes**

[Section 19.83\(2\)](#) [discussion during public comment period]

[Section 19.84](#) [public notice of board meetings and scheduling of public comment period]

[Section 120.11](#) [regular and special board meetings; includes board member notification of special meetings]