

## MENOMINEE INDIAN SCHOOL DISTRICT

171.2

### AGENDA PREPARATION AND DISSEMINATION

Agenda preparation is processed through the District Administrator's office. All public requests to add an agenda item must be in writing and be made through the District Administrator's office. Such requests are expected to follow the District's chain of command prior to being placed on the agenda.

#### Chain of Command

- Board of Education (last level)
- District Administrator (third level)
- Building Principal (second level)  
(In the event of the absence of the District Administrator, the High School Principal is next in the Chain of Command)
- Supervisor/Teacher (first level)

Agendas for official Board meetings shall be submitted to Board members, administrators, and news media in advance of regularly scheduled Board meetings.

Additional information necessary for the consideration of items on the agenda are available to Board members in a Board packet prior to the meeting.

The Board shall not discuss or act upon any item of business not included on the noticed agenda. The Board may discuss matters raised by the public during the "Comments from Visitors" portion of the meeting, provided such period of public comment was included on the meeting agenda notice.

LEGAL REF.: Sections 19.83 Wisconsin Statutes  
19.84

CROSS REF.: 171.1, Public Notification of Board Meetings

APPROVED: March 1982

REVISED: March 1996  
January 14, 2002