

## AGENDA PREPARATION AND DISSEMINATION

Policy171.2  
(formerly BDDC)

### Agenda Preparation

Regularly scheduled Board agendas shall be prepared by the Administrator and Board President and shall be distributed to the Board of Education members at least two working days before the regular meeting.

Items to be included on the agenda must be given to the Administrator or Board President by the Tuesday preceding the next regularly scheduled Board meeting.

Each regular Board meeting agenda shall include a period for public comment, which shall be included in the public notice of the meeting. The notice will include the following guidelines: "All remarks are to be addressed to the Board; discussion among citizens present is not permitted. Board members may ask questions of a speaker; however, no formal deliberations are allowed at this time."

A consent grouping may be placed on the agenda for those items which are routine in nature or which would not be likely to require discussion or explanation as to the reason for Board action.

### Public Notice

Public notice of the subject matter of Board meetings shall be given in accordance with the requirements of the Open Meetings Law.

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 the items of business that have been included on the public notice for the meeting. This does not preclude Board members from asking for clarification or commenting on an issue raised by a speaker during the public comment period.

LEGAL REF.: 19.83(2), 19.84, 120.11 Wisc. Statutes

CROSS REF.: 171, Regular Board Meetings; 171.2-R, Agenda Preparation and Dissemination; 172, Special Board Meetings; 173, Closed Session Meetings;

ADOPTED: 06/01/81

AMENDED: 10/01/12