

SCHOOL DISTRICT OF MAYVILLE

171.2

AGENDA PREPARATION AND DISSEMINATION

The District Administrator shall prepare the agenda for all meetings of the Board of Education. Items to be included on the Board of Education shall come from board members and Administrators. Staff members, citizens, or students who wish to have items placed on the Board of Education should contact a board member or an Administrator who will then take the appropriate steps for that items inclusion on the board agenda.

The agenda shall be mailed or delivered to members of the Board at least 48 hours before the Board meeting. Written materials relating to the agenda items should be included with the agenda, if possible, in order to give Board members an opportunity to study all information prior to the Board meeting.

The Board shall not discuss or act upon any item of business not included on the noticed agenda.

LEGAL REF.: Sections 19.84 Wisconsin Statutes
120.11

CROSS REF.: 171.2-Exhibit, Agenda Format (Order of
Business)
171.1, Public Notification of Board Meetings

APPROVED: February 24, 1966

ADOPTED: March 24, 1966

REVIEWED:

REVISED: 1/7/71, 10/24/74, 4/17/78, 10/6/80, 12/23/91,
12/4/95

Signatures of School Board Members: _____

