MENOMONIE AREA SCHOOL DISTRICT

AGENDA PREPARATION AND DISSEMINATION

The agenda for regular meetings shall be prepared by the district administrator after consultation with the president. To place an item on the agenda, a board member must present such item in writing to the district administrator or board president as soon as possible but no later than 12:00 p.m., five days or more prior to the meeting.

The proposed agenda item should include the following:

- Originator Name
- What is the purpose of the agenda item (examples may include)
  - Informational or briefing (e.g. Receiving numerous emails on subject)
  - Proposed policy change
  - Scoping-breakdown a plan
  - Problem Solving – Risk/Issue/Challenge
  - Status – Revisit commitments
- Description of the agenda item
- Include any supporting documentation that you have

The board president will review the information submitted only to the extent that the required information is present. The board president will not evaluate for content or agreement, merely for compliance. If the board member requesting the agenda item does not include the information requested, the board president will collaborate with the board member to be sure all needed information is provided in a timely manner. If the board president rejects an agenda item, the board president will inform the board member in writing, the reason for the rejection.

With approval of the district administrator or president, revisions to the agenda may be made two days or more prior to any scheduled meeting. No revision to an item may be made without the approval of the board member who presented the item.

Each regular monthly Board meeting agenda shall include a period for public comment, which shall be included as an item of business in the public notice of the meeting.

The agenda packet shall be disseminated to Board members in sufficient time before the meeting so that the Board may give items of business careful consideration. As a general guideline, and with such exceptions as may be necessary from time to time, the information on agenda items should be presented to the board members at least two days in advance of the board meeting, except on emergency issues.

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. Before initiating any vote on the consent agenda, the presiding officer shall ask whether any individual Board member desires clarification on any item, and whether any individual Board member wishes to remove any item from the consent agenda for separate consideration. Any item may be moved from the consent agenda to the action agenda at the request of any one board member. After all clarifications have been provided and all separations have been made, the presiding officer will call for a second on a motion to approve all of the items of business consolidated under the consent

agenda, as amended by any separations; and the Board will then vote on the consent agenda. All items removed from the consent agenda will then be considered separately.

Each item listed under the action agenda shall be moved, seconded, and voted on separately.

The district administrator may make recommendations to the board for all items on both the consent and action agendas.

The board may deliberate and/or act only on those items specifically placed on the agenda. The board may discuss matters raised by the public during the public participation portion of the meeting, provided such period of public comment was included on the meeting agenda 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 one or more of the items of business that have been included on the public notice for the meeting. This does not preclude Board members from commenting on an issue raised by a speaker during any public comment period, regardless of whether the issue has been included in the public notice.

LEGAL REF.: Sections 19.83 Wisconsin Statutes
19.84
19.85
120.11

CROSS REF.: 171.2-Exhibit, Agenda Format
185, Public Participation at Board Meetings

APPROVED IN PART: February 19, 1992
REVISED: July 20, 2000
September 10, 2001
REVIEWED: January 28, 2012
REVISED: November 9, 2015
February 10, 2020
September 14, 2020
May 24, 2021

/s/Clinton Moses
Clerk