

## **Board Operations**

### **Methods of Operation**

#### **Agenda Preparation and Dissemination**

The Superintendent of Schools shall be responsible for preparing the agenda for all meetings of the Board of Education. In doing so, the Superintendent shall incorporate such direction as the Board has provided regarding priorities and scheduling, and shall also seek input from the Board President, other individual members of the Board, and members of the administrative staff as appropriate.

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

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. All items placed on the consent agenda will be acted upon under a single motion. 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. The Board President will also announce where members of the public may acquire all information contained in the consent agenda. 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.

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, a meeting agenda (even if tentative) and the supporting materials shall be distributed to Board members and the administrative team of the District at least three days 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 packet, the administration shall provide the materials that are available and inform the Board that supplemental material is forthcoming. The agenda packet shall include the agenda accompanied by information including the following:

- A brief explanation of each item appearing on the agenda, along with an indication of whether it is intended as an action item or primarily as a discussion or informational item.
- Data and support information that will be helpful to Board members considering the agenda items (whenever possible, proposals should be accompanied by pertinent fiscal notes and financial estimates).

During the meetings, the Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote or by the unanimous consent of the members present at the meeting.

**Legal References:**                    **Section 19.83(2) Wisconsin Statutes**  
                                                 **Section 19.84 Wisconsin Statutes**  
                                                 **Section 120.11 Wisconsin Statutes**

**Section 120.43(2) Wisconsin Statutes****Policy Approved: December 18, 1985****Policy Revised: January 27, 2005  
June 27, 2011  
December 16, 2013  
December 18, 2017**