

AGENDA PREPARATION AND DISSEMINATION

The district administrator shall prepare an agenda for each meeting to be approved by the Board President or Designee and send a copy, along with necessary background information, so each Board member receives it prior to the meeting. The agenda shall indicate the time and place of the meeting and shall be available electronically, mailed or delivered to each member by the district administrator or designated employee.

Special Board Meeting agenda preparation and dissemination shall be conducted in accordance with Wisconsin Statutes.

The Board shall make decisions related only to those subject matters listed on the agenda.

Exception: Other business items deemed dire emergency or having extenuating circumstances providing notice has been made in accordance with Wisconsin Statutes.

LEGAL REF.: Section 19.84 Wisconsin Statutes

APPROVED: December 21, 1992

REVISED: January 30, 1995
September 18, 2017