

**SCHOOL DISTRICT OF  
PITTSVILLE  
BOARD POLICY**

## **BOARD OPERATIONS**

### **AGENDA PREPARATION AND DISSEMINATION**

**171.2**

The Pittsville School District Administrator shall be responsible for preparing the agenda for all meetings of the School Board. In doing so, the District Administrator 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 comment, 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. 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 24 hours prior to each Board meeting.

The agenda packet shall include the agenda accompanied by information including the following:

- A. 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;
- B. Data and support information that will be helpful to Board members in considering the agenda items (whenever possible, proposals should be accompanied by pertinent fiscal notes and financial estimates); and
- C. A listing of vouchers to be approved for payment as prepared by the business office, if applicable.

The agenda and all supporting materials open for public review shall be made available to the public upon request at the District Office in a manner consistent with the District's access to public records policies. Limited copies of the final agenda and key portions of the supporting materials that have been prepared for the Board shall be made available to the public at the Board meeting on a first come, first serve basis.

Public notice of meeting agendas shall be given to the news media and for the benefit of other interested individuals in accordance with legal requirements. The official public notice of the meeting shall be posted outside the District Office (Door D), in at least three accessible locations. And, in the absence of technical

difficulties, the official public notice shall also be made available to the public in advance of the meeting via placement on the District’s website.

The District Administrator, as designee for the Board President, will direct the proper posting and issuance of public notice of Board meetings at least 24 hours in advance of the meeting. When calculating the 24-hour notice period, [section 990.001(4)(a) of the state statutes] requires that Sundays and legal holidays shall be excluded. When, for good cause, providing 24-hour notice is impossible or impractical, state law allows that shorter notice may be given, but the public notice must always be given at least two hours in advance of the meeting.

During 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.

**Amendments to Meeting Agendas and to the Public Notice**

Any amendments to the public notice of a Board meeting must be made according to the same deadlines as the law establishes for original notices. The District Administrator, or his/her designee, shall inform the Board that the original agenda they received has been amended in a manner that is consistent with the public notice, and shall also provide the Board with any supplemental background materials related to the changes to the agenda. Notice to the public of necessary amendments to the original public notice of a Board meeting will be given in the same manner as the original, unless such notice is impracticable due to publication or broadcast deadlines. Notice to the media of an amended notice will generally be given by fax or electronic communication to ensure timely transmission.

**Legal References:**

**Wisconsin Statutes**

- Section 19.83(2) [discussion during public comment period]
- Section 19.84 [public notice of board meetings and scheduling of public comment period]
- Section 120.11 [regular and special board meetings; includes board member notification of special meetings]

~~1<sup>st</sup> Reading: \_\_\_\_\_ June 12, 2017~~  
~~2<sup>nd</sup> Reading/Approval: \_\_\_\_\_ July 10, 2017~~  
 First Reading of Updates: April 15, 2020  
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