# 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 appropriate 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.

Public notice of the subject matter of Board meetings shall be given in accordance with the requirements of the Open Meetings Law.

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

Any amendments to the public notice of a Board meeting shall 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, electronic mail, 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]

First Reading of Updates: March 11, 2024 Second Reading/Approval of Updates: April 8, 2024