

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**171.2**

**AGENDA PREPARATION AND DISSEMINATION**

The District Administrator, under the direction of the Board President, shall prepare all agendas for meetings of the School Board. In doing so, the District Administrator shall consult as appropriate with other Board Members and with members of the administrative staff.

Items of business may be suggested by any Board Member, staff member or citizen of the district. Anyone wishing to place a discussion item on the agenda should notify the District Administrator or the Board President by the Wednesday preceding the Regular Board Meeting. The inclusions of these items shall be at the discretion of the District Administrator and Board President based upon time restrictions and the interests of the District. If a decision is made not to include an item of business suggested by a Board member on a meeting agenda, a Board member can still file a request for a special board meeting to be held to discuss the matter. A request must be filed with the Board Clerk (or the President in the Clerk's absence), who is responsible for notifying the board members of the meeting.

The agenda, together with supporting materials, shall be delivered or mailed to Board members at least four days prior to the meeting so as to permit members to give items of business careful consideration. Board members are encouraged to contact the District Administrator prior to the meeting to clarify any issues on the agenda.

LEGAL REF:       Sections   19.83 Wisconsin Statutes  
                                  19.84  
                                  120.11(1) and (2)

CROSS REF:       172, Special Board Meetings  
                          173 Closed Sessions  
                          187, Public Participation at Board Meetings

Approved: January 20, 1997  
Revised (WASB): November 10, 2008