

SCHOOL DISTRICT OF SHOREWOOD

150.2

AGENDA PREPARATION AND DISSEMINATION

The Board President and Superintendent shall work collaboratively to prepare all School Board agendas.

In constructing the agenda for any meeting, the Board President and Superintendent shall take into consideration the District's mission, vision, goals and priorities; availability of the information needed for the Board to make informed decisions on particular issues; and the limitations on and the efficient use of Board meeting time. Items of business may be included on a future meeting agenda at the request of any Board member, but the Board President and Superintendent may prioritize and limit the scope of the agenda for specific meetings.

If an individual Board member disagrees with the Board President's decision not to include a particular item of business on the agenda for a particular meeting, the Board member may insist that the next regular meeting of the Board include an agenda setting topic where the Board as a whole can decide when, if at all, the issue in question will be calendared for substantive discussion and/or possible action, or referred to a committee or the administration.

Meeting agendas shall be structured in a manner that is consistent with the rules of order for board meetings adopted by the Board.

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 motion to approve all of the items of business consolidated under the consent agenda, as amended by any separations; and the

Board will then second the motion followed by a vote on the consent agenda. All items removed from the consent agenda will then be considered separately.

Each regular Board meeting agenda shall include a period for public comment not related to agenda items.

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. The meeting agenda and supporting materials shall also be made available to interested members of the public through Board Books and/or District website.

Consistent with requirements of the Open Meetings Law, the Board shall refrain from engaging in any information gathering or discussion and from taking any action on any subject matter that is not appropriately within the scope of one or more of the items of business that have been included on the public notice for the meeting. This does not preclude Board members from commenting on an issue raised by a speaker during any public comment period, regardless of whether the issue has been included in the public notice.

LEGAL REF.: Sections 19.83 (2) Wisconsin Statutes
19.84
120.11
120.43(2)

CROSS REF.: Board Policy
150, Regular, Special, and Closed School Board Meetings
160, Rules of Order
161, Voting Methods
162, Board Minutes
163, Public Participation at Board Meetings

APPROVED: February 24, 1989
REVISED: June 26, 2012
REVISED: October 25, 2016