

**SCHOOL DISTRICT OF WAUPACA**

**SERIES 100 BOARD OF EDUCATION**

**CODE: 171.2**

**AGENDA PREPARATION AND DISSEMINATION**

An agenda shall be prepared for each meeting and shall become an official part of the board of education meetings.

The agenda shall be prepared by the District Administrator and approved by the Board President. The agenda shall be posted on the District website or delivered by mail or personally in order that each member of the Board of Education's full membership has in their possession a complete agenda at least 24 (twenty-four) hours before the scheduled starting hour of the meeting. "Full Membership" shall be defined as "all members of the Board of Education" whether present or absent for a meeting.

No item of business shall receive formal action by the Board of Education unless such item is included on the agenda as an item of business or unless, by majority vote of the full membership, such item is moved to be considered.

Items to be included on the agenda must be given to the District Administrator at least one (1) week before the time of any scheduled meeting. The District Administrator will determine the appropriate placement of the item on a committee agenda, the board agenda, or neither. Items not approved for placement on an agenda shall be forwarded to the Board President by the District Administrator for further consideration.

**ADOPTED:** 071376

**REVISED:** 080878/061488/111098/020910

**REVIEWED:** 091592/061599

**LEGAL REFERENCE:** Wis. Stats. 120.11(1)

**CONTRACT REFERENCE:**

**CROSS REFERENCE:**

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.