

FILE: BDDC

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	September 21, 1989	FILE SECTOR:	BOARD GOVERNANCE & OPERATIONS
DATE REVISED:	December 18, 1990		
DATE REVISED:	June 19, 1997	POLICY TITLE:	AGENDA PREPARATION, FORMAT, AND DISSEMINATION
DATE REVISED:	June 19, 2003		
DATE REVISED:	February 18, 2010		
DATE REVISED:	March 17, 2016		

The district administrator shall prepare all agenda's for meetings of the board of education. Final approval of the proposed agenda will be the responsibility of the board of education president.

Items of business may be suggested by board members, staff, students, or citizens of the district. The inclusion of items suggested by staff, students, or citizens shall be at the discretion of the district administrator or board of education president. The regular meeting agenda, however, may allow time for brief public comment before the board of education.

The board of education shall follow the order of business set by the agenda unless the order is altered by a majority vote or consent of the members present. Items of business not on the agenda may not be discussed or acted on.

A consent grouping on the agenda may be used for those items which usually do not require discussion or explanation as to the reason for board of education action. All items on consent agenda will be acted upon under a single motion. Any item may be removed from the consent agenda prior to the motion and second to approve. All items removed from consent agenda will be considered separately.

The agenda and supporting materials shall be distributed to board of education members sufficiently prior to the board of education meeting, if at all possible, to permit them to give items of business careful consideration. Public notice will be provided in accordance with state law.

CROSS REFERENCE: BDDA, BDDH, & BDDH-R
LEGAL REFERENCE: 19.83(2) & 19.84 Wis. Stats.