

DE SOTO AREA SCHOOL DISTRICT

AGENDA PREPARATION AND DISSEMINATION

The agenda shall be prepared by the District Administrator, in consultation with the Board President. The agenda will show clearly what business will be transacted.

The agenda and all information sheets pertaining to items on the agenda shall be mailed to all Board members when possible, no later than Thursday prior to a regularly scheduled Board meeting. Special Board meeting agendas will be handled the same way, if time allows, so that Board members can review information ahead of time.

If there are informational items pertaining to the agenda that could not be mailed to the members, such copies will be distributed to each Board member at the time the item is discussed. Every effort shall be made to send all information to Board members before the meeting.

The Board shall not discuss or act upon any item of business not included on the noticed agenda. The Board may discuss matters raised by the public during the public comment portion of the meeting, provided such period of public comment was included on the meeting agenda notice.

Bill listing and minutes of previous meetings will be done only at the last regular monthly meeting of the Board.

At the latter part of each regular meeting, an item shall be placed on the agenda reading "District Administrator's report to the Board". At this time, the District Administrator will give a report of any pertinent facts to the Board that do not have to be acted on, but that the Board should be advised about or made aware of.

LEGAL REF.: Sections 19.83 Wisconsin Statutes
19.84
120.11(4)

CROSS REF.: 171.2-Rule, Subject Matter Consideration
184, Public Participation at Board Meetings

APPROVED: December 13, 2004 ADMINISTRATOR: _____