

**SETTING THE AGENDA
FOR A BOARD OF EDUCATION MEETING**

The Board President approves agendas for all meetings of the Board of Education prior to the Official Notice. The Superintendent is responsible for preparing a preliminary agenda. The Superintendent will incorporate input from staff and Board of Education members into the preliminary agenda that is presented to the President for final approval.

A member of the public may bring potential topics for a meeting agenda to the attention of the Board either during “Citizens’ Forum” or present them, in writing, to the Board Clerk at least ten (10) days prior to the next regularly scheduled meeting of the Board of Education. Once a suggested topic is received, the President of the Board of Education will determine if any of these matters are appropriate for a future agenda. This determination will be made by the Board President prior to the next regular, monthly meeting of the Board of Education. If an item brought forward by a member of the public is placed on an agenda, the person will be notified by the Board President or designee as to the date and time for the meeting. If an item brought forward by a member of the public is not placed on an agenda, the person will be informed and redirected by the Board President or designee as appropriate.

The agenda for a regular board meeting is usually established ten (10) days prior to the date of the meeting.

Since some potential topics may be addressed through other procedures, citizens should refer to Policy 872 prior to bringing an agenda topic directly to the Board.

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References: Wisconsin Statute 19.8
 Policy 872 – Concerns or Complaints Regarding School
 or School Personnel

APPROVED: January 16, 2002
REVISED: March 16, 2005
REVIEWED: November 9, 2005
EDITED: October 17, 2007, May 16, 2012
REVISED: January 6, 2010

Confirmed by: _____ , President

 _____ , Clerk