

**Richmond School District Policy Statement**  
**Agenda Preparation and Dissemination**

**Policy #: 171.2**

The Board President and District Administrator shall work collaboratively to prepare the agendas for regular and special meetings of the School Board

The Board President approves agendas for all meetings of the Board of Education prior to the Official Notice. The District Administrator is responsible for preparing a preliminary agenda. The District Administrator 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 matters to the attention of the Board in writing. The President of the Board of Education will determine if any of these matters are appropriate for a future agenda. If an item brought forward by a member of the public is not placed on an agenda, the person will be informed and redirected as appropriate.

The agenda for a regular board meeting, along with supporting materials, shall be distributed to the Board members at least three days prior to the Board meeting.

Each regular monthly Board meeting agenda shall include a period for public comment, which shall be included as an item of business in the public notice of the meeting.

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 second on 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 vote on the consent agenda. All items removed from the consent agenda will then be considered separately.

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 3 days prior to each Board meeting.

Public notice of the subject matter of Board meetings shall be given in accordance with the requirements of the Open Meetings Law.

Consistent with the 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.

## Wisconsin Statutes

[Section 19.83\(2\)](#) [discussion during public comment period]

[Section 19.84](#) [[public notice of board meetings and scheduling of public comment period](#)]

[Section 120.11](#) [regular and special board meetings; includes board member notification of special meetings]

Approved: 12/10/01

Revised: 4/23/07, 11/14/16