

## **MONONA GROVE SCHOOL DISTRICT**

Board Policy 171.2

### **AGENDA PREPARATION AND DISSEMINATION**

The Superintendent, with the advice of the Board President, shall prepare an agenda for each Board meeting. Board members, employees, students and citizens should contact the Superintendent about any items they wish to be placed on an agenda.

Agendas for meetings of the Board shall include all items on which action may be taken as well as items which are expected to be discussed. 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 participation portion of the meeting, provided such period of public comment was included on the meeting agenda notice.

The Superintendent shall deliver the agenda, or cause it to be delivered, to each Board member at least 24 hours prior to the meeting. Information necessary for the consideration of items on the agenda shall also be made available when possible.

LEGAL REFERENCE:           Section 19.84 Wisconsin Statutes

CROSS REFERENCE:         Board Exhibit 171.2, Order of Business

BOARD APPROVAL:         April 4, 2001