



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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171.2

## Agenda Preparation and Dissemination

The District Administrator, in consultation with the Board President, shall prepare all agendas for meetings of the Board. Individual Board members who desire to have items placed on the agenda should inform the District Administrator or Board President. **The item may be put on a Committee meeting agenda prior to a Board agenda.**

Board members should make a request for agenda items at least 6 business days in advance of a board meeting. The addition of urgent or emergency items will be determined by the Board President and District Administrator.

A person or organization wishing to make a presentation to the Board at a meeting shall, at the time of submitting his, her, or its request, submit to the Board President or District Administrator any written materials he or she wishes the Board to consider so that the Board has sufficient opportunity to review these materials prior to the meeting.

For regular school board meetings, every attempt will be made to distribute the agenda, together with supporting material, to Board members at least 4 business days prior to the meeting so as to permit members to give items of business careful consideration. Distribution shall be done electronically for each Board Member unless other methods are requested. It shall be the responsibility of each Board member to regularly review agendas and supporting materials in a timely manner.

Recognizing that some materials may only be ready 24 hours or less prior to a scheduled meeting, hard copies of these will be provided to board members at the meeting.

The Board shall not discuss or act upon any item of business not on the noticed agenda.

LEGAL REF.: Sections 19.84 Wisconsin Statutes 120.11(2)

CROSS REF.: Policy #171.1 - Public Notification of Board Meetings  
Policy #172 - Special Board Meetings  
Policy #187 - Public Participation at Board Meetings

APPROVED: February 9, 1989

REVISED: October 24, 1996

APPROVED: November 14, 1996

REVISED: June 14, 2012

APPROVED: July 12, 2012

REVISED: September 12, 2013

APPROVED: October 10, 2013  
REVISED: May 8, 2014  
APPROVED: June 12, 2014  
REVISED: August 14, 2014  
APPROVED: September 11, 2014