

**SCHOOL DISTRICT OF WAUZEKA-STEUBEN**

**AGENDA PREPARATION, FORMAT AND DISSEMINATION**

The District Administrator shall prepare all agendas for meetings of the Board of Education. In doing so, the District Administrator may consult with the Board of Education and appropriate members of the Administrative staff.

Any Board of Education member, staff member, parent, student, citizen of the District, or other individual with legitimate interest in the District may suggest items of business. Items for the agenda and dissemination to the Board are to be given to the District Administrator by noon the Monday before the regular Board meeting. This will allow information to be sent electronically and hard copies to be available for pickup for the Board members by office closing time the Wednesday before the regular Board meeting. The District needs to prioritize and limit the scope of the agendas for specific meetings, and the Board retains for itself the discretion to make final decisions regarding when, if at all, particular items of business will be included on an agenda for a Board meeting. Accordingly, suggesting or requesting an item for possible consideration in no way guarantees actual placement of the item on a meeting agenda.

A consent grouping on the agenda may be used for those items which usually do not require discussion or explanation as to the reason for Board action. All items on the consent agenda will be acted upon under a single motion. Any item may be removed from the consent agenda by the request of a Board member, prior to the motion. All items removed from the consent agenda will be considered separately

The agenda, together with supporting materials, shall be distributed to Board of Education members sufficiently prior to the Board of Education meeting, if at all possible, to permit them to give items of business careful consideration. The agenda shall also be made available to the press, representatives of the community, staff, student organization, and others upon request.

**Adoption Date:** 9/15/2003, 5/19/2025

**Date Revised:** 5/19/2025