

**Board of Education Meeting Agendas
Board of Education
Wrightstown Community School District**

Board of Education meetings are held for the purpose of the seven-member Board to conduct the business of the school district. School boards are required to hold a regular school board meeting each month.

The District Superintendent, with consultation from the Board President and/or Board members, shall develop agendas. Individual Board members may request for items to be placed on an agenda through the School Board President or District Administrator. Items to be placed on the agenda may require administrative review, and must be submitted to the Superintendent and Board President one week prior to the meeting. Monthly agendas will address timely and legal requirements: approval of minutes, approval of personnel changes, receive Board and administrative reports, accept financial reports, receive and allocate funds for monthly bills. Agendas will also address an area for board member development and student achievement highlight and meeting summary.

The agenda for each regular meeting, along with supporting documentation and a report by the Superintendent on the information relating to the agenda with recommendations, shall be delivered electronically to each Board member as to provide proper time for the member to study the agenda. Generally, the agenda and supporting materials should be available no later than five (5) days prior to the meeting. The agenda and supporting materials for a special meeting shall be delivered at least twenty-four (24) hours before the meeting. The Board shall transact business according to the agenda as presented.

Approved: 3/17/2021

Reviewed:

Revised: 5/17/2023

Legal References: 120.11 Wis. Stats; #0500 Board of Education Meetings