

MENOMONIE AREA SCHOOL DISTRICT

171.2-Exhibit (2)

AGENDA ITEM REQUEST TEMPLATE

The agenda for regular meetings shall be prepared by the district administrator after consultation with the president. To place an item on the agenda, a board member must present such item in writing to the district administrator or board president as soon as possible but no later than 12:00 p.m., five days or more prior to the meeting.

Originator Name: _____

Requested Agenda Item: _____

Purpose of Agenda Item: (Examples may include: Informational or briefing [e.g. Receiving numerous emails on subject]; Proposed Policy Change; Scoping-breakdown a plan; Problem solving-Risk/Issue/Challenge; Status-Revisit commitments).

Description of Agenda Item: _____

Include any supporting documentation that you have.

APPROVED: May 24, 2021

REVISED: