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## MEMO

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**TO: School Board Members**

**FROM: Ronald S. Saari, Interim Superintendent**

**DATE: 02.19.25**

**RE: The addition of a standing agenda item titled "*Future Agenda Items*"**

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### **Purpose:**

The purpose of this topic is to establish the inclusion of a standing agenda item titled "*Future Agenda Items*" on all regular school board meeting agendas. This item aims to enhance transparency, encourage proactive planning, and ensure that important topics are identified and scheduled for discussion in future meetings.

This process supports effective governance by allowing board members to propose topics for consideration in upcoming meetings.

### **Procedures:**

**1. Placement on Agenda:**

- The "Future Agenda Items" section shall be placed near the end of the meeting agenda, following the completion of regular business items.

**2. Board Member Participation:**

- During this agenda item, any board member may propose topics they believe warrant future discussion.
- Proposals should include a brief description of the topic and the rationale for its inclusion.

**3. Documentation:**

- The board secretary shall document all proposed future agenda items in the meeting minutes.
- The list of proposed items will be reviewed during agenda-setting sessions to determine scheduling.

**4. Agenda Setting:**

- The Board President, in collaboration with the superintendent and relevant staff, will review proposed items for alignment with District priorities and meeting schedules.
- While not all proposed items may be immediately scheduled, they will be maintained on a tracking list for future consideration.
- Agenda items will also be added to future meetings upon a majority vote of the Board.



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#### 5. **Public Transparency:**

- The "Future Agenda Items" section fosters transparency by allowing the public to hear Board discussions about upcoming topics.

#### **Responsibilities:**

- **Board Members:** Actively participate in proposing and discussing future agenda items.
  - [Linked here](#) is a DRAFT form that could be used to document and record rational and desired outcomes.
- **Board President:** Facilitate the "Future Agenda Items" discussion and ensure proposed items are considered for future agendas.
- **Board Secretary:** Accurately record proposed items and maintain a tracking list for review.

#### **Review and Revision:**

This policy shall be reviewed periodically and revised as necessary to ensure its continued relevance and effectiveness.