Proposed Agenda and Consent Agenda

Proposed Agenda

The board secretary will be responsible for preparing the proposed agenda for each meeting in consultation with the board chair. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be provided to each board member at least three (3) days in advance of the meeting and will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting. The proposed agenda for regular and special meetings will be posted to the district website not less than twenty-four (24) hours prior to the start time of the meeting, unless the district does not have a website or has less than ten full time equivalent employees.

At a special meeting, final action may be taken only on that business contained in the original notice of the special meeting and agenda.

Consent Agenda

To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda following the approval of minutes of the previous meeting(s).

Any item which appears on the consent agenda may be removed on request by a member of the board and placed on the regular agenda. The remaining items on the consent agenda will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Cross References:	6215 - Voucher Certification and Approval
	6020 - System of Funds and Accounts
	1400 - Meeting Conduct, Order of Business and Quorum
Legal References:	SHB 2105
	RCW 42.30.080 Special meetings
Management Resources:	2014 - June Issue
	2012 - June Issue

Adoption Date: August 18, 2016