

Book	Policy Manual
Section	43.1 Policies for the Board
Title	New AGENDAS
Code	po0166
Status	
Adopted	January 28, 2004
Last Revised	December 18, 2018

New Bylaw - Vol. 43, No. 1

0166 - **AGENDAS**

Agenda

- A. It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board of Education at each regular meeting.
- B. The agenda of the regular monthly meeting or special meetings may include a report from the Superintendent on information relating to the District with such recommendations the Superintendent shall make.
- C. Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. Public participation is governed by Board Bylaw 0169.1 - Public Participation at Board Meetings."
- D. The agenda for each regular meeting shall be provided to each Board member in advance within a reasonable period of time. Generally, the agenda should be provided no later than two (2) days prior to the meeting. The agenda for a special meeting shall be provided at least twenty-four (24) hours before the meeting.
- E. The Board shall transact business according to the agenda. The agenda may be modified in accordance with the Board's adopted parliamentary procedures at any regular meeting.

Consent Agenda

[DRAFTING NOTE: Use of consent agenda should be limited to routine items. This is an often litigated area of the Open Meetings Act. It is advised that you consult with legal counsel with specific questions about use of consent agendas.]

The Board may use a consent agenda to efficiently address routine matters. Items on the consent agenda will be reviewed during the meeting prior to action being taken.

Items on the consent agenda shall be limited to routine matters. The following routine business items may be included in a single resolution for consideration by the Board:

- A. minutes of prior meetings
- B. Treasurer's Report
- C. hiring of personnel
- D. resolutions that require annual adoption, such as bank signatories, association membership(s), etc.

