

MEETING AGENDAS AND CONSENT AGENDA

Agenda

The board secretary shall be responsible for preparing the proposed agenda for each meeting, in consultation with the chair. Copies of the agenda, minutes of the previous meeting and relevant supplementary information will be delivered 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. A typical agenda will take the following form:

1. Pledge of Allegiance
2. Approval of Minutes
3. Reports to the Board
4. Correspondence
5. Citizens Request to Address the Board on Non-Agenda Items
6. Board Reports and Requests
7. Discussion Items
8. Action Items
 - A. Consent Agenda
9. Executive Session

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 under action items. Some examples of items which may be included on a consent agenda are:

1. Accounts Payable
2. Approval of Travel Requests
3. Approval of Personnel Actions

Any item which appears on the consent agenda may be removed by a member of the board. Board members will make every attempt to notify the superintendent prior to the meeting of their request to remove any personnel items from the consent agenda to be discussed in executive session. The consent agenda will then be revised to reflect that removal prior to the meeting. Board members reserve the right to remove at the meeting any or all personnel issues to executive session. The remaining items 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 Reference:	Board Policy 6215	Voucher Certification and Approval
	6020	System of Funds and Accounts

Adoption Date: April 18, 2001
Woodland School District #404