

## **Meeting Agendas**

### **Purpose**

This policy directs the development and provision of school board meeting agendas.

### **Scope**

This policy applies to the Board of Directors, Superintendent, Executive Assistant, staff and community members.

### **Policy**

1. The Superintendent, as Secretary of the Board, or his/her designee, is responsible for preparing an agenda of business to be transacted for each school board meeting in consultation with the Board President.
2. **PROPOSED AGENDA**
  - 2.1. Copies of the proposed agenda, minutes of the previous meeting(s), 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.
  - 2.2. 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.
  - 2.3. At a special meeting, final action may be taken only on that business contained in the original notice of the special meeting and agenda.
3. **CONSENT AGENDA**
  - 3.1. 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).
  - 3.2. 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.

### **Related Procedures**

1400P1-Meeting Conduct

### **Policy Cross References**

1400-Meeting Conduct, Order of Business and Quorum

1440-Meeting Minutes

1633-Superintendent Duties and Responsibilities

6215-Voucher Certification and Approval

6020-System of Funds and Accounts

**Policy Legal References**

RCW 42.30.077 – Agendas of regular meetings – Online availability

RCW 42.30.080 – Special Meetings

**Management Resources**

*Policy & Legal News*, June 2014 – Policy Updates and Revisions

*Policy News*, June 2012 – Special Meeting Requirements

**Policy History**

<b>Action:</b>	<b>Date:</b>
Approved by the Board	Unknown
Revised	February 17, 2010
Revised	December 21, 2016
Revised	

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