



Shelton School District
INSPIRE | CHALLENGE | EMPOWER

BOARD POLICY

Policy No. 1420
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BOARD OF DIRECTORS

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/president. 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 notice of the special meeting.

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 any 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. The item(s) removed from the consent agenda will be inserted at an appropriate place in the agenda by the meeting chair/president.

Approved: December 8, 1992
Revised: March 23, 2004
Revised: July 22, 2014
Revised: May 9, 2017

Cross References:

Policy 1400	Meeting Conduct, Order of Business and Quorum
Policy 6020	System of Funds and Accounts
Policy 6215	Voucher Certification and Approval

Legal Reference:

RCW 42.30.080

SHB 2105

Special meetings

Management Resources:

2012 – June Issue

2014 – June Issue