

Book Policy Manual  
Section Policies Recommended for the BOE (43.1 Fall 2024 Update)  
Title AGENDAS  
Code po0166 New  
Status

## 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**

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. bills for payment
- C. personnel
- D. resolutions that require annual adoption, such as bank signatories, association membership(s), etc.
- E. contracts
- F. travel
- G. policies
- H. donations
- I. finances

