

ANACORTES SCHOOL DISTRICT #103

Policy No. 1420
The 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 that 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.

Any item that appears on the consent agenda may be removed from the consent agenda at the request of any member of the board. 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.

Legal References

[SHB 2105](#)

[RCW 42.30.080 Special meetings](#)

Cross References

[6215 - Voucher Certification and Approval](#)

[6020 - System of Funds and Accounts](#)

[1400 - Meeting Conduct, Order of Business and Quorum](#)

Management Resources

[2014 - June Issue](#)

[2012 - June Issue](#)

Adoption Date: 9/10/98

Revised: 06.12; 8.12



A Lighthouse for Public Education in Our Community:

Ensuring No Child Is Lost Creating Lifelong Learners Inspiring High Achievement Nurturing Responsible Citizenship