

Items that are given to the Administrator or Board President to be placed on the agenda for action consideration shall be screened so the board does not become bogged down with inappropriate items. The questions to be asked are:

- Is the School Board legally required to act on this matter?
- Is the School Board required by Board policy to act on this matter?
- Is the School Board required by a collective bargaining agreement to act on this matter?
- Could the matter be handled administratively?
- Should this matter be referred to a staff member or committee before it is referred to the full School Board?
- Can School Board members be informed of this matter in some other way?
- Is this matter in the “call” of the special meeting?
- Is this matter important for School Board leadership in the school district?

#### Consent Agenda Guidelines

A consent grouping may be placed on the agenda for those items which are routine in nature or which would not be likely to require discussion or explanation as to the reason for Board action. All items placed on the consent agenda will be acted upon under a single motion. Before initiating any vote on the consent agenda, the presiding officer shall ask whether any individual Board member desires clarification on any item, and whether any individual Board member wishes to remove any item from the consent agenda for separate consideration. After clarifications have been provided and separations made, the presiding officer will call for a second on a motion to approve all of the items of business consolidated under the consent agenda, as amended by any separations, and the Board will then vote on the consent agenda. All items removed from the consent agenda will then be considered separately.

CROSS REF.: 171.2, Agenda Preparation and Dissemination

Approved: 10/01/12