

Consent Agenda Considerations and Recommendations:

Per school board discussion and request, the following information is shared to continue the discussion of creating a consent agenda as part of the regular school board meeting.

Rationale for a consent agenda:

*What goes on a consent agenda? The items are typically routine and non-controversial, or matters the board has achieved consensus on after previous discussion. Generally, topics that have not been discussed by the board in the past should not be put on the consent agenda. The board chair prepares the consent agenda, usually in consultation with the executive director. Consent agenda items typically include:

- Committee and previous board meeting minutes;
- Office or committee reports;
- Routine correspondence that require no action;
- Minor changes in a policy or procedure (e.g., for purposes of clarity or to update without changing intent or meaning);
- Routine policy revisions (e.g., changes in dates or dollar amounts due to changes in laws);
- Updating documents, such as minutes, reports or role descriptions;
- Standard contracts that are used regularly (e.g., confirmation of using the traditional in-house contract with a new vendor);
- Confirmation of conventional actions that are required in the bylaws (e.g., signatory authority for a bank account or acceptance of gifts);
- Final approval of proposals or reports that have been fully discussed and vetted at past meetings;
- Reports provided for information only.

At the meeting, the board chair should first ask members if they wish to move any consent agenda items to the regular agenda for further discussion. This is essential as members should be able to make such a request for any reason. If requested, the board chair would move the item and open it up for discussion during the regular agenda, or make it a "parking lot" item for future debate. Ideally, board members should ask for such a move before the meeting so it can be placed on the regular agenda before the meeting starts. After any items have been moved and the consent agenda is set, the board chair recites the items on the consent agenda and moves to adopt it.

*From www.boardforward.com "Do's and Don'ts of Consent Agendas"

Order of the Regular School Board Meeting Bylaw (203.2)

Under current policy, the district has an agenda order. Referenced in this policy is a statement that items may be considered as part of a consent agenda (203.2, III., B)

MSBA currently has a sample Consent Agenda policy for consideration (203.6).

It would appear that Policy 203.2 would need to be amended to include a consent agenda and possible order structure of the current agenda modified dependent on the placement of consent agenda within the current order.

MSBA Sample Consent Agenda Policy (203.6)

203.6 CONSENT AGENDAS

I. PURPOSE The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.

B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.

C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References:

MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

Items for consent agenda consideration:

1. Reading and Approving of Minutes (Currently Item 4 on regular agenda)
2. Action items/Resolutions from Education, Human Resources, and Business Committees meetings
 - a. Education Committee
 - i. Resolutions – Acceptance of Grants and others
 - ii. Policies – first and second readings of policies
 - b. Human Resources
 - i. Resolutions – per recommendations and others
 - ii. Policies – first and second readings of policies
 - iii. Staffing report – acceptance of staffing report
 - c. Business Committee
 - i. Resolutions – Acceptance of Donations, Authorized Bank Signers, and others
 - ii. Contracts, Bids, Quotes, and RFPs
 - iii. Policies – first and second readings of policies
 - iv. Financial Reports and payment of claims
3. Acceptance of reports of standing committees: Education, Human Resources, and Business Committees
 - a. Includes informational items per discussion from each committee report
4. Any other annual or non-controversial agenda items per Board Chair approval

Consideration: Approval of consent agenda items should come after the reports of standing committees which may offer clarity or explanation of items on the consent agenda. Committee reports can then reference consent agenda items rather than having resolutions acted on during reports. Acceptance of standing committee reports would acknowledge all informational items.

1. Roll Call
2. Pledge of Allegiance
3. Approval of the Agenda
- ~~4. Reading and Approving Minutes~~ **Move to consent agenda**
4. School and Community Recognition
5. Audience
6. Reading Communications, Petitions, Etc.
7. Report of the Superintendent
8. Report of Standing Committees:
 - a. Education Committee
 - b. Human Resources Committee
 - c. Business Committee

INSERT: 9. Consent Agenda

10. Special Resolutions
11. Questions/Other
12. Adjournment