

**Proposed Agenda and Consent Agenda**

The Board Secretary shall be responsible for preparing the agenda for each meeting, in accordance with the President. Items and all back up information for each agenda shall be forwarded to the Superintendent's office no later than six (6) business days in advance of the meeting.

Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each Board member at least three (3) business 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.

**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.

Any item which appears on the consent agenda may be removed from the consent agenda by a 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 Reference:           RCW 28A.320.040           Directors--Bylaws  
  28A.400.030           Superintendent's duties

Bremerton School District

Adopted:	<u>9/3/98</u>	_____	_____
Revised:	_____	_____	_____
Affirmed:	_____	_____	_____