

# MINNETONKA SCHOOL DISTRICT

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## Policy #203.6 CONSENT AGENDAS

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### I. PURPOSE

The purpose of this policy is to allow the use of a Consent Agenda in conducting business at a Regular or Special Meeting of the School Board.

### II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of School Board meetings, the Board may elect to use a Consent Agenda for the passage of routine items, 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 Board has consented to the consideration of certain items as a group under one motion. Should a Consent Agenda be used, any board member may remove an item in order to have an appropriate amount of discussion time to review the item.
- B. Consent items are those which usually do not require discussion or explanation prior to 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, 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 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 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 either prior to the rest of the Consent Agenda or 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.
- E. Board members should always be alert to possible conflicts-of-interest regarding matters to be decided by the Board. Because the Consent Agenda items are not discussed individually, there is greater potential that something that is a conflict-of-interest for a board member could be overlooked. This provision in the policy is to provide an ongoing alert to board members.

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

***Cross References:*** Policy 203.2 (Order of the Regular School Board Meeting)  
Policy 203.5 (School Board Meeting Agenda)  
Policy 204 (School Board Meeting Minutes)

***Approved:*** ***May 7, 2009***