

## **AGENDA**

The agenda for meetings of the Board of Education shall be prepared by the superintendent of schools in consultation with the members of the Board.

The superintendent shall mail the agenda, together with meeting materials and the minutes of the last regular meeting, to Board members no later than 72 hours before the next regular meeting. A copy of the agenda shall be posted in the administration building at the same time.

To expedite the Board's proceedings and provide a framework for the orderly conduct of business, the superintendent in cooperation with the Board president shall prepare an agenda outlining the matters to be brought to Board attention at meetings.

The Board shall follow the order of business set by the agenda unless the order is altered or new items added in accordance with this policy. At regular and special meeting, the Board may add to or take action on matters not appearing on the posted agenda. If the item is reasonable related to the subject matter on the posted agenda or if an exigency exists. Amending the agenda of a regular meetings requires a majority vote of Board members present. All Board members must be present and cast a unanimous vote to amend the agenda of a special meeting.

### Consent Grouping

A consent grouping on the agenda shall be used for those items, which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

### Agenda Format

The order of business at regular meetings shall be as follows:

1. Opening of meeting by the President, and roll call of directors.
2. Approval of minutes of regular meeting on (DATE).
3. Present for approval RE-6J bills and financial statements including General Fund, Capital Reserve Fund and Insurance Reserve Fund.
4. Approval and additions to Agenda.
5. Audiences.
6. Action Items.  
(Opportunity will be provided for routine action items to be approved by a blanket motion.)
7. Reports and Other Items.
8. Agenda Items for the Next Meeting
9. Adjourn

ADOPTION DATE: January 15, 1985

REVISION DATE: January 24, 1996

REVISION DATE: May 28, 2013

CROSS REFS: BEDA, Notification of School Board Meetings  
BEDH, Public Participation at School Board Meetings

LEGAL REF.: C.R.S. 22-32-108 (4) (board meetings)

C.R.S. 24-6-402 (2)(c) (notice of meeting “shall include specific agenda information where possible”)