

**SEVEN HILLS CLASSICAL ACADEMY  
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

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**POLICY 203.4: CONSENT AGENDAS**

**I. PURPOSE**

The purpose of this policy is to allow the use of a consent agenda as part of the regular board meeting 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. A process is also specified for individual board members to request that items be removed from the consent agenda.

**III. CONSENT AGENDAS**

- A. The 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 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 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.

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***ADOPTED BY THE BOARD ON: February 2008***

***REVISED BY THE BOARD ON:***