Spectrum Charter School

Board of Trustees Policy 013

PREPARATION OF BOARD MEETING AGENDAS

PURPOSE

The purpose of this policy is to provide procedures for the preparation of Board meeting agendas to ensure that the Spectrum Charter School's Board of Trustees (the "Board") can accomplish its business as efficiently and expeditiously as possible.

GENERAL STATEMENT OF POLICY

It is the policy of the Board that its public meetings be conducted in a manner that allows the Board to accomplish its business while also allowing reasoned debate and discussion of each matter as appropriate.

ORDER OF AGENDA

The Board shall conduct an orderly public meeting. The Board will, at all of its regular public meetings, follow an agenda order substantively similar to:

A. Call to Order, Pledge of Allegiance, and Welcome
B. Roll Call
C. Approval of Agenda
D. Approval of previous minutes
E. Public Comment
F. CEO and Staff Reports
G. Board Committee Reports
H. Routine Action Items (or Consent Agenda)
I. Business Action Items
J. Reports from School Board Members
K. Adjournment

The School Board may depart from the established order of business with the consent of the majority of members present.

CONSENT AGENDAS

In order for a more efficient administration of Board meetings, the Board may elect to use a consent agenda for the passage of non-controversial items or items of a similar nature.

A. The Board President 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, 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 Board action, are non-controversial 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 routine contracts that fall within policy guidelines, staff appointments requiring Board confirmation 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 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 Board. The consent agenda items shall be separately recorded in the minutes.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this 15th day of September, 2026

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President

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Secretary