

# Proposal to Introduce a Consent Agenda During Board of Education Licensure Hearings

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The Board of Education could use a consent agenda to streamline the licensure hearing process.

In the case of licensure hearings, the consent agenda will only be used when it is anticipated a license will be issued. Applications for licensure will be placed on the consent agenda if the following conditions are met: a panel hearing has been held, the panel unanimously recommends that a license be **issued**, and the Superintendent of Public Instruction approves the panel recommendation. Any Board member may remove an application from the consent agenda for any reason. The ability to remove an application from the consent agenda ensures due process is met because only applications where a license will be issued will proceed on the consent agenda. Applications on the consent agenda will either be removed from the consent agenda and continued to the next meeting, or they will be approved without discussion and without the applicant present.

The use of a consent agenda will streamline licensure hearings by eliminating duplication of the panel hearing process in cases where the record has been fully developed at the panel hearing and all Board members agree a license should be issued after review of the case file. The use of a consent agenda allows the Board to vote on an application, after review of the case file, the record developed at the panel meeting, and the recommendations of the Superintendent of Public Instruction and the panel, without bringing each applicant into the closed session to make introductions and review procedures.

If the Board agrees to the use of a consent agenda, the case file will be forwarded to members of the Board of Education as usual. Board members will review the case file before the meeting, because applications on the consent agenda will not be discussed. When the consent agenda is heard, the Board president will ask whether any member wishes to remove an application from the consent agenda. A Board member who does not wish to approve the issuance of a license without further discussion or consideration must request the application to be removed from the consent agenda before the vote. After any applications are removed at a member's request, the Board president will accept a motion to approve the issuance of a license to any applicants remaining on the consent agenda.

An application removed from the consent agenda will be continued to the next meeting of the Board. Items on the consent agenda are not for discussion and will not be considered until the next meeting to afford the applicant due process by allowing the applicant to attend a board meeting during which an adverse action might be taken. It is important for Board members to refrain from discussing an application if it is possible the application will be denied until the item is heard on the regular agenda and the applicant has an opportunity to be present.

Applicants for licensure will be given the following information: with written consent of applicant, the case file will be forwarded to Board members for review and the application will be placed on the consent agenda at the next Board of Education meeting to be considered during closed session. The applicant is not invited to attend. If the Board of Education approves the issuance of a license, the applicant will be notified. If the Board of Education does not approve the issuance of a license, the application will be removed from the consent agenda, and the applicant will be invited to attend the next meeting of the Board of Education at which the Board will consider the application as part of the regular agenda. Applicants will need to agree, in writing, to have the application placed on the consent agenda. If they do not agree, the application will be placed on the regular agenda and proceed as normal.

This process will not affect a large volume of licensure hearings but will reserve time for the Board to consider more complex and controversial cases during each meeting. Between February and July of this year, the process could have been used for four applications considered and approved by the Board of Education. Between July and February of this year, the Board of Education issued a license to every applicant who met the criteria to be placed on a consent agenda outlined above.