

## **Consent Agenda**

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The basic purpose of a consent agenda is to recognize routine matters in an expeditious manner. If a debatable item appears on the consent agenda, the item may be removed at the request of a board member and inserted at an appropriate place on the agenda.

Some examples of items that may be included on the consent agenda are:

- Authorization of superintendent to sign claim forms in behalf of district;
- Approval of personnel actions (resignations, retirements, employments, discharges) during the month; and
- Approval of staff travel during the month.

The board shall receive supporting information for the consent agenda items along with the regular agenda materials. Upon approval, all consent agenda items shall appear in the minutes.

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