

Procedure Proposed Agenda and Consent Agenda

Proposed Agenda

- A. Call to order
 - Flag salute
- B. Approval of minutes of previous meeting(s)
- C. Changes or Additions to the Agenda
- D. Communications
 - Public Comment
 - Administrator Reports
- E. Consent Agenda
- F. Unfinished Business
- G. New Business
 - Current Budget Status and Enrollment Reports
 - Personnel Report
 - Legislative Report
 - Payment of Bills-General, ASB, Capital Projects, Transportation, and Payroll
- H. Adjournment

Consent Agenda

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:

- A. Authorization of superintendent to sign claim forms on behalf of district;
- B. Approval of personnel actions (resignations, retirements, employments, discharges) during the month;
- C. Approval of staff travel during the month; or
- D. Approval of New and/or Revised Policies (3rd Reading only)

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

Adoption Date: 2/15/02

Classification:

Revised Dates: 12.16