

Procedure - Proposed Agenda and Consent Agenda

Proposed Sample Agenda

- A. Call to order
- B. Flag salute
- C. Approval of minutes of previous meeting(s)
- D. Changes or Additions to the Agenda
- E. Consent Agenda
- F. Public Comments
- G. Hearing of individuals or groups
- H. Superintendent's Report
- I. Board Policy Review, as per:
 - 1. Annual policy review calendar;
 - 2. WSSDA updates; and
 - 3. Emerging issues in the district.
- J. Personnel
 - 1. Certificated
 - 2. Classified
- K. Students and school programs
- L. Buildings and grounds
- M. Transportation
- N. Food services
- O. Construction
- P. Finance
- Q. Audit of payroll and vouchers

1. Financial reports

R. Reports by individual board members

S. 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; or
- C. 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 of the board, a list of all consent agenda items shall appear in the minutes.

Adoption Date: 2/23/22

Classification:

Revised Dates: **08.99; 12.11**