

## **Procedure - Proposed Agenda and Consent Agenda**

### **Proposed Agenda**

- I. Call to order and pledge of allegiance
- II. Consent Agenda
  - A. Approval of minutes of previous meeting(s)
  - B. Personnel Report
  - C. Approval of Vouchers and Payroll
  - D. Surplus
  - E. Contracts
  - F. Field Trip Requests
  - G. Camps/Clinics
  - H. Policies – 2<sup>nd</sup> Read
- III. Meeting Agenda
  - A. Citizen Comment
  - B. ASB Reports
  - C. Special Presentations
  - E. Discussion Items
  - F. Action Items
  - G. Board Communication
  - H. Superintendent's Report
  - I. 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:

- Authorization of superintendent to sign claim forms on behalf of district
- Approval of personnel actions (resignations, retirements, employments, discharges) during the month
- Approval of minutes of the previous meeting(s)
- Approval of contracts
- Approval of the disposal of surplus items

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.

Adoption Date: **7.94**  
Classification:  
Revised Dates: **12.10; 4.21**