

## **Proposed Agenda and Consent Agenda**

### **Agenda**

#### **Call meeting to order and roll call**

#### **Pledge of Allegiance**

#### **Approval of the Minutes**

#### **Changes/Additions and Approval of the Agenda**

#### **Board Communication and Other Items**

**Public Comment** - This time is set aside for receiving both written and oral communication from those in attendance who wish to speak on items not included on the agenda (Ref. Policy 1430). Complaints concerning staff are not heard in a regular open meeting, but may be heard in executive session with the Superintendent and Board of Directors. This resolution process is described in Community Relations Policy No. 4220 and 4220P. Comments are limited to three (3) minutes and the Board chair reserves the right to require that comments be submitted in writing.

**Consent Agenda** - The basic purpose of a consent agenda is to recognize routine matters in an expeditious manner. Action by the Board of Directors to “Adopt the Consent Agenda” means that all items appearing therein will be adopted by one, single vote of the Board. 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 for discussion, modification or rejection. Personnel items are listed under the Consent Agenda and may be removed for Board discussion.

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 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.)

After the Consent Agenda Items there may contain items that require Board action, discussion, reports regarding programs, buildings and grounds, transportation, food service, construction, etc.

#### **Unfinished Business**

#### **New Business**

**For Your Information**

**Executive Sessions are held at this time if necessary and to review personnel action.**

**Personnel actions (resignations, retirements, employments, discharges) during the month**

**Adjournment**