

ADMINISTRATIVE PROCEDURES

Consent Agenda

No. 1420P

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 which may be included on the consent agenda are:

- 1) Personnel actions (resignations, retirements, and requests for leave);
- 2) Recommendations for employment/extracurricular riders;
- 3) Vouchers and payroll;
- 4) Out-of-state travel for staff;
- 5) Board members'/superintendent's attendance at annual WSSDA conference;
and
- 6) Authorization for superintendent to sign claim/grant forms on behalf of the district.

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