

AGENDA/CONSENT AGENDA PROCEDURES

- 1) Call to order/flag salute
- 2) Approval of minutes
- 3) Comments from the public
- 4) Approval of agenda
- 5) Consent agenda
- 6) Reports to the Board
- 7) New and pending business
- 8) Items for information
- 9) Correspondence
- 10) Items originating with the Board
- 11) Executive Session—If Needed
- 12) 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:

- 1) Approval of payroll
- 2) Approval of vouchers
- 3) Approval of reports/contracts
- 4) Authorization of Superintendent to sign claim forms on behalf of Board members
- 5) Approval of travel requests
- 6) Approval of personnel actions (resignations, retirements, employment, discharges)

NORTHWEST EDUCATIONAL SERVICE DISTRICT 189

PROCEDURE 1420-P

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The chair shall receive complete supporting information for the consent agenda items along with the regular agenda materials. A summary listing will be provided to other Board members. Complete information shall be available for Board member review at the NWESD 189 office upon request and prior to the meeting. Upon approval, all consent agenda items shall appear in the minutes.

Presented to Board: 03/28/01

Revised 10/23/02