

## PROPOSED AGENDA AND CONSENT AGENDA

The board secretary shall be responsible for preparing the proposed agenda for each meeting, in accordance with the chair. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each board member at least three (3) days in advance of the meeting and will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting.

### Consent Agenda

To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear as an item on the regular agenda.

Any item which appears on the consent agenda may be removed from the consent agenda by a member of the board. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Cross Reference:	Board Policy	7315	Audit of Expenditures
		6215	Voucher Certification and Approval
		6020	System of Funds and Accounts

Adoption Date: **Sep 27, 2006**  
Orcas Island School District:

PROPOSED AGENDA AND CONSENT AGENDA

AGENDA of a REGULAR MEETING:

CALL TO ORDER: Public session in school library

1. Pledge of Allegiance
2. Roll Call/ Introduction of guests
3. Consent agenda

**PUBLIC COMMENT**

4. **Members of the community, parents and students, staff members administrators and visitors are invited to make statements or requests which are in the best interests of the schools, with each presentation limited to not more than three minutes.**

**SPECIAL REPORTS**

5. ASB report
6. **PSE** report
7. OEA report

**ADMINISTRATORS' REPORTS**

10. Elementary school
11. **Waldron Island School**, Secondary schools/Co-curricular programs
12. **Superintendent's** report
13. Business/fiscal report

**GENERAL BUSINESS**

14. General business items
15. Other business
16. Important future dates

**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 in behalf of district

Approval of personnel actions (resignations, retirements, employments, discharges)

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.

Date: **Sep 27, 2006**