



**Shelton School District**  
INSPIRE | CHALLENGE | EMPOWER

## ***ADMINISTRATIVE PROCEDURES***

No. 1420P  
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### **PROCEDURES**

#### **BOARD OF DIRECTORS**

##### **Proposed Agenda and Consent Agenda**

###### **Proposed Agenda**

1. Call to Order / Flag Salute
2. Adoption of Agenda
3. Community Comments
4. Reports and Recognitions
5. Consent Agenda
6. Discussion and Action Items
7. Superintendent's Report
8. Community Comments
9. Board Member Comments
10. Executive Session
11. 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 the district;
- Approval of personnel actions (resignations, retirements, employments, discharges) during the month; or
- Approval of staff and student travel during the month.

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

Approved: May 9, 2017