

**Board of Directors Meeting Notice and Agenda Format and Procedure**

**Agenda**

Introductions

Consent Agenda

Action items which are typically routine, i.e., minutes of previous meetings, monthly financial report, routine personnel items etc. Typically no discussion on consent agenda items but Board members may remove any item from consent and place it under action items later in the agenda. Clarifying questions and corrections are made before approval.

Possible Curriculum

Spotlight

Superintendent's Report

Non-action items which the superintendent feels ought to be brought to the attention of the Board.

Patrons of the District on the Agenda

Patron who have made prior arrangements to be on the agenda.

Patrons of the District not on the Agenda

A time for brief (three-minute limit) statements from patrons of the district on matters of concern which were not on the agenda. Generally no action will be taken other than to schedule the item for a later Board meeting.

Board Member Items

Action Items

Items which are formalities or which have been previously discussed and are ready for action. Staff recommendations have been made. Board members should have motion language ready.

Discussion - Action Items

Items for discussion and possible action. Items that may be presented to the Board for initial consideration and immediate action.

Discussion Items

Items for discussion. No action normally taken. Staff recommendations and reports are heard. Patron comments may be heard but are limited to three minutes each.

Executive Session

Return to Open Session

Adjournment