

## **AGENDA FORMAT AND CONSENT AGENDA**

The Superintendent of Schools determines items for the agenda in consultation with the President of the Board of Education. A Pre-board meeting is usually held two days before the Board meeting to finalize the agenda established by the Superintendent in consultation with the President of the Board of Education. Pre-board meeting attendance is limited to four Board members with the Board President and Vice-President given the first options to attend. Board members, employees of the school district, and residents of Plattsburgh may suggest agenda items by contacting the Superintendent, who in turn will file a report with the President of the Board of Education. Individuals wishing to be heard at a Board meeting should advise the Superintendent in advance. The agenda, however, will always allow for recognition and comments by individuals. Action items not on the approved agenda, and moved and seconded under new business from the floor, will be voted upon at the next meeting unless such items are deemed to be time critical as determined by a majority vote of the Board. The Board agenda format will be as follows:

### **AGENDA**

1. Roll
2. Executive Session (if necessary)
3. Pledge of Allegiance
4. Mission Statement and Core Value Reader(s)
5. Spotlight
6. Report
7. Public Comment
8. Consent Agenda Items (*Note: If any Board member believes that any item on the consent agenda requires discussion or a separate vote, the Board member may request that the item be removed from the consent agenda and placed on the regular agenda for consideration.*)
  - 8.1. Minutes
  - 8.2. Adoption of the Agenda
  - 8.3. CSE/CPSE Recommendations
  - 8.4. Personnel Items
  - 8.5. Business Items
9. Correspondence
10. Old Business
11. New Business
  - 11.1. Business Items
  - 11.2. Instructional
  - 11.3. Personnel Items (*not part of consent agenda*)
  - 11.4. Items removed from Consent Agenda

12. Concluding Reports and Remarks
  - 12.1. Superintendent's Reports
  - 12.2 Board Member Reports
  - 12.3 Board Member Remarks
13. Public Comment
14. Executive Session (if necessary)
15. Adjournment

### **CONSENT AGENDA**

To make efficient use of meeting time, the Board authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board (e.g., approving Board minutes, adoption of the agenda, approving CSE/CPSE recommendations, personnel items, and business items) into either a single motion or several categorical motions. The consent agenda will be prepared by the Superintendent of Schools in consultation with the Board President.

Items on a consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, the Board member may request that the item be removed from the consent agenda and placed on the regular agenda for consideration.

Adoption date: November 1, 2006

Revised: August 23, 2007