

The Superintendent shall distribute to each Board member prior to each meeting appropriate material and written matter concerning items on the agenda, which then shall be referred to as the annotated agenda.

Board meeting agendas are prepared by the Board President, the Superintendent, and the Assistant to the Board. The Board President and Superintendent determine agenda content and the Assistant to the Board prepares the actual agenda and accompanying support materials.

Legally mandated Board content includes:

- Review/Adoption/Recommendation of policies/bylaws;
- Personnel Transactions;
- Budget;
- Financial Reports;
- Expenditure requests exceeding the base amount established annually by the Michigan Department of Education above which competitive bids must be obtained according to the Michigan School Code (Cf. 3610);
- Labor Contracts;
- Grants;
- Bond/Millage Requests;
- Legal Action;
- Real Estate Transactions;
- Public Comment (Note: Each speaker will be given three minutes to make his/her presentation. Presentations should be restricted to issues and concerns. Public comment should comply with posted rules and regulations. (Cf. 1370))

Agenda content that falls within the purview of the Board itself includes:

- Superintendent's Report;
- Secretary's Report;
- Student Reports;
- Committee Reports;
- Staff/Employee Recognition;

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- Strategic Planning Updates;
- Bond Issue Updates;
- Actions Upon Committee Recommendations;
- Any other content not listed above.

### Consent Agenda

The President may place routine matters in a single consent agenda item for action by the Board. Any Board member may request that a consent item be removed and considered separately at any time prior to final vote on the Consent Agenda. The Consent Agenda grouping shall include:

- Board Meeting Minutes
- Board Committee Reports and Action Items
- Personnel Transactions
- Business Items (e.g., Purchases, Financial Reports, etc.)
- Motions and Resolutions

Approval of the consent agenda shall be by vote according to the Board Bylaws on motions and votes.

Adopted: June 29, 2009

Revised: February 6, 2012

LEGAL REF: MCL 380.11a