

Downey Unified School District

INTERNAL BOARD OPERATIONS

ORDER OF BUSINESS

BP 9250

It shall be the policy of the Board of Education to adopt the agenda establishing the order of business for each meeting. The President shall call the meeting to order upon the appearance of a quorum. The order of business shall be as shown below.

Following General Board Functions there shall be a Consent Agenda comprised of routine items, including but not limited to payroll items, requisitions, routine personnel, routine educational matters, inter-district agreements, conference attendance, second reading of non-controversial policies, transfer of funds, and budget extensions. These items will be adopted in one action without discussion unless a Board member requests the removal of any item for discussion.

I. General Board Functions

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Roll Call
5. Adoption of Agenda
6. Approval of Minutes of previous meeting
7. Correspondence
8. Oral Communications from Members of the Board of Education, Superintendent, Administrators
9. Oral Communications from Public and Recognized Representatives not Appearing on the Agenda

II. Consent Agenda

III. General Administrative Functions

1. Adoption/approval of Board Policies and Administrative Regulations
2. Hearings
3. Presentations
4. Other

IV. Special Administrative Functions

1. Instructional Services
2. Business and Financial Services
3. Personnel Services
4. Student Cases

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- V. Items for Future Agenda Submitted by Members of the Board of Education
- VI. Time and Place of Next Meeting
- VII. Closed Session
- VIII. Adjournment

Adopted: 7/1/61, 3/21/89