

# POLICY

2010 1511

By-Laws

## **SUBJECT: AGENDA FORMAT**

For regular Board meetings, the following format is used:

- a) Call to order, Pledge of Allegiance to the flag; a moment of silence; roll call;
- b) Executive Session if applicable;
- c) Minutes of Previous Meeting;
- d) Old Business;
- e) Special Recognitions;
- f) Verbal Communications -- Persons wishing to be heard;
- g) Superintendent's Reports/Presentations;
- h) Financial Matters;
- i) Instructional Personnel;
- j) Support Personnel;
- k) Curriculum/Instruction;
- l) Policy;
- m) Other;
- n) Attendance Report;
- o) Information Items;
- p) Verbal Communications -- Persons wishing to be heard;
- q) Executive Session;
- r) Adjournment.

For special and emergency meetings, the regular meeting agenda format shown above may be shortened and/or adapted to fit the purpose of the meeting.

Public Officers Law Section 104(2)

Adopted: 2010  
Revised 8/23/11