

AGENDA FORMAT

In order to provide reasonable notice of the business to be conducted and to achieve consistency in the order of its meetings, the Committee has adopted the following agenda format for its regular and special meetings. Additions and/or adjustments to the agenda for a particular meeting may be made during that meeting in accordance with Committee policy. The agenda format may be altered only by vote of the Committee and in a manner consistent with its policy adoption process.

[SCHOOL COMMITTEE NAME]

[TYPE OF MEETING]

[DATE]

[TIME]

[PLACE]

- A. Call to Order
- B. Pledge of Allegiance
- C. Attendance / Roll Call
- D. Adjustments to the Agenda
- E. Approval of the Minutes
- F. Communications / Correspondence
- G. Public Participation (only for agenda items) (3 minutes per speaker - one time only)
- H. Superintendent's Report
- I. Committee Chair's Report
- J. Committee Reports
- K. Old Business
 - 1. _____
 - 2. _____
 - 3. _____
- L. New Business
 - 1. _____
 - 2. _____
 - 3. _____
- M. Public Participation (Any school related matter; 3 minutes per speaker; one time only)
- N. Calendar/Announcements
- O. Adjournment

The order of business may be altered or items added or deleted from the agenda by a majority vote of the Committee members present and voting.

Cross Reference: BEDB–Agenda
 BEDH–Public Participation at Committee Meetings

Adopted: September 8, 2004

Revised: May 24, 2006

Reviewed by the Policy Committee: May 5, 2009