

AGENDA FORMAT

The Board of Education may prescribe a format for its agendas for business, planning, and special meetings. A standard format is a useful tool to aid a Board of Education in the efficient and orderly conduct of its business. For business meetings, the following format is used:

- A. Public Session
 - 1. Pledge of Allegiance
 - 2. Emergency Procedure Announcement
- B. Recognition
 - 1. Recognition of Veterans
 - 2. Recognition of Media
- C. Messages
 - 1. Superintendent's Message
 - 2. Board of Education Members Messages
- D. Public Be Heard*
(State if resident or non-resident, Comments are limited to 2 Minutes each person and a total of 30 minutes related to agenda items only. All comments are to be directed to the Board of Education.)
- E. Consent Agenda - Minutes
- F. Consent Agenda - Finance and Facilities
- G. Consent Agenda - Personnel
- H. Consent Agenda - Special Education
- I. Consent Agenda - Curriculum and Instruction
- J. Consent Agenda – Other
- K. Consent Agenda - Approval
- L. Reports and Presentations
- M. Discussion and Action
- N. Discussion
- O. Board Policy – First Time Reading
- P. Board Policy – Review
- Q. Board Policy - Action
- R. Other
- S. Public Be Heard*
(State if resident or non-resident; comments are limited to 2 minutes each person and a total of 30 minutes; related to Board business. All comments are to be directed to the Board of Education.)
- T. Adjournment

Miller Place Union Free School District

Miller Place, New York 11764

Board of Education Policy

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- * Persons wishing to make comments or raise questions will be asked, but not required to,
 - (1) state their names and
 - (2) indicate on whose behalf they are speaking, if applicable.

Public discussion is prohibited to the extent that it may violate any staff's or student's rights, including, but not limited to their privacy rights.

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

An Agenda shall be prepared for each meeting by the Superintendent of Schools or designee in consultation with the Board President. Any Board Trustee may request, through the Board President, the placement of items of business on the Agenda. The completed Agenda shall be distributed to each Board of Education member at least three (3) days prior to the meeting it describes except for minor changes, clarifications, or emergency meetings which will not apply.

Adopted:	12/08/1999					
Reviewed:	10/19/2005	12/14/2005	03/24/2010	07/07/2011	08/26/2015	09/27/2017
Revised:	11/09/2005	06/25/2008	04/28/2010	10/26/2011	09/30/2015	10/25/2017
Reviewed:	08/11/2021	08/24/2022				
Revised:	08/23/2021	09/28/2022				