HOLLIS-BROOKLINE COOP BUDGET COMMITTEE
Regular Meeting
THURSDAY, May 25, 2023
6:30 pm HBMS Library
AGENDA

6:30p I. Call to Order

- Pledge of Allegiance
- Agenda Adjustments
- Appointment of Meeting Observer
- Approval of Minutes
- Public Input

6:45p II. General Business

- Food Service Review
- Financial Update
- School Board Update

8:15p III. Announcements

8:20p IV. Agenda Building

8:25p V. Process Observer Readout

8:30p VI. Adjournment

Meeting Observer Schedule:

Month	Process Observer/Time Keeper
Apr	Tom W.
May	Matt
Jun	Dave
Jul	n/a
Aug	Raul
Sep	Tony
Oct	Brian
Nov	Tom S.
Dec	Dave
Jan	Tom W.
Feb	Raul

Meeting Norms

Start/End on time - unless an extension motion is made and passed, meeting ends at the stated adjournment time as posted in agenda

Attendance is expected at all regular meetings - Chair should be notified of absences, late arrivals, and early departures

Follow agenda

All members' voices are heard

One person speaks at a time--no side conversations

Assume positive intent

Comments should be generally limited to the agenda topic under discussion

Everyone does their "homework" and comes prepared

Members who miss meetings are responsible for material missed

Participants are encouraged to use "Point-of-Order" request of the Chair for procedural challenges

Correspondence Parameters

Public requests for information should be sent to the Chair and all BC members.

Correspondence received by the Chair and BC from the public will be shared publicly at the meeting subsequent to its receipt.

If documents that were previously made public are available to satisfy a request for information, that information will be made available as soon as practical.