

## **SUBJECT: AGENDA FORMAT**

For regular Board meetings, the following format is used:

- I. Meeting Start-Up
  - A. Call Meeting to Order
  - B. Pledge of Allegiance
  - C. Board President Remarks
  - D. Approval/Amendment of Agenda
  - E. Approval of Minutes
- II. Special Presentations
- III. Superintendent Update
- IV. Student Representative Report (one meeting per month from October through June)
- V. Privilege of the Floor (optional)
- VI. Program
  - A. Action Items
  - B. Discussion Items
- VII. Personnel
  - A. Action Items (consent agenda format)
  - B. Discussion Items
- VIII. Business
  - A. Action Items
  - B. Discussion Items
- IX. BOE Committee & Event Participation Reports
- X. Executive Session (called by the Board as needed and recommended by the Superintendent)
- XI. 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. For regular meetings, agenda items may be added or removed at the discretion of the board president and/or vice-president.

Education Law Section 1606  
Public Officers Law, Section 104(2)

Adopted: 7/10/2001

Revised: 1/8/2019, 11/24/2020; 10/2/2023