

**SAMPLE AGENDA
BOARD OF EDUCATION MEETING
MAKE-BELIEVE BOARD OF EDUCATION
REGULAR MEETING
JANUARY 5, 1998**

The board may discuss, vote to approve, vote to disapprove, vote to table, or decide not to discuss any item on the agenda.

1. Call meeting to order and recording of members present and absent
2. Consent Agenda
All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:
 - A. Minutes of the December 14, 1997, regular board meeting
 - B. Approval of the monthly financial report of activity funds
 - C. Treasurer's report on status of funds and investments
 - D. General Fund purchase order encumbrance numbers _____ - _____
 - E. Building Fund warrant numbers _____ - _____
3. Review of correspondence
4. Administrative reports
 - A. Report on new in-house suspension program
 - B. Report on parent-teacher conference at the elementary school
5. Superintendent's report
 - A. Upcoming events
 - B. Temporary classrooms for sale
 - C. Proposal of new discipline policy
6. Vote to adopt, modify, or not adopt new discipline policy
7. Vote to hire or not hire librarian
8. Vote to accept or not accept resignation of John Doe, teacher, effective end of 1997-98 school year
9. Proposed executive session to discuss a matter involving a minor student where disclosure would violate confidentiality requirements of state or federal law. Authorized by 25 O.S. §307 (B) (7)*
 - A. Vote to convene in executive session
 - B. Vote to acknowledge the board's return to open session
 - C. Executive session minutes compliance announcement
 - D. Vote to amend, accept, or reject recommendation of superintendent concerning minor student

SAMPLE AGENDA (Cont.)

- 10. New business. **
- 11. Adjournment.

This agenda was posted on the inside of the front window of the administration building on the ____ day of _____, 2_____, and notice of this regular meeting was given to the _____ County Clerk prior to December 15, _____.

Minutes Clerk

*Cite appropriate section of the open meeting statute. (See also policy BEC.)

**New business may not appear on the agenda of a special or emergency meeting.