

## 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 Board 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 Board policy. The agenda format may be altered only by vote of the Board and in a manner consistent with its policy adoption process.

[SCHOOL BOARD 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 [**OR: consideration**] of the Minutes
- F. Communications/Correspondence
- G. Public Participation
- H. Superintendent's Report
- I. Board Chair's Report
- J. Committee Reports

K. Old Business

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

L. New Business

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

M. Calendar/Announcements

N. Adjournment

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

Cross Reference:   BEDB—Agenda  
                          BEDH—Public Participation at Board Meetings

Adopted: May 7, 2012

**[NOTE: MSMA is not recommending that public participation be placed on the agenda in any particular location. We have inserted it as item “G” to remind boards that there should be at least some opportunity for constructive public input.]**