

Adopted 12.19.11

**SUBJECT: AGENDA FORMAT**

For regular Board meetings, the following format is used:

- a) Call to order, roll call, Pledge of Allegiance to the flag;
- b) Welcome of Visitors;
- c) Consent Items;
- d) Communication/Superintendent's report/Administrator's report(s);
- e) Presentation(s)/Reports(s);
- f) Action Item(s);
- g) Discussion time;
- h) Amendments to the Agenda;
- i) Executive Session;
- j) 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.

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