



AGENDA FORMAT

The Secretary-Treasurer's Department shall prepare the agenda for Board meetings and provide the order of business, the order of same to be in accordance with or similar to the following:

ROLL CALL

COMMITTEE OF THE WHOLE

A. AGENDA

Motion –to approve the agenda

B. PREVIOUS MINUTES

Motion –to approve the previous minutes

C. MOTIONS

MM:##:YY

D. SUPERINTENDENT'S DEPARTMENT REPORT

E. OTHER BUSINESS

F. INFORMATION ITEMS –copies sent or on file

G. UPCOMING MEETING DATES –by committee

H. DELEGATIONS/PRESENTATIONS

I. NEWS MEDIA QUESTIONS –list names

J. COMMITTEE OF THE WHOLE (if necessary)

K. ADJOURNMENT

Date Approved: July 1, 2010

Date Reviewed:

Date Revised:

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