

The following format is a general guideline for the preparation of regular agendas.

I. Preliminary Items

- A. Call to Order - *President*
- B. Quorum Roll Call - *Recording Secretary*
- C. Adoption of Agenda
- D. Pledge of Allegiance
- E. Staff or Student Recognition (second meeting of the month)
- F. General Public Comments
- G. Board Committee Reports and Comments

II. Old Business

- A. *Action Items*
(Consent items are acted upon at each meeting)
- B. *Action Items*
(Decision items are acted upon at each meeting)

III. New Business

- A. Action Items
Decision on Appointments/Promotions
- B. Presentation Items – *(example – First Readings)*
- D. Items for Discussion
- E. Superintendent’s Report

IV. Closing

- A. Future Meetings Review
- B. Adjournment