

The agenda of a School Committee meeting shall be posted with the notice of the meeting and a copy shall be given to the teacher, the superintendent, and each School Committee member prior to the meeting, as far in advance as possible, but in no case, less than 48 hours before the meeting. In drawing up agendas for its monthly meetings, the School Committee shall refer to the following "Calendar for School Committee Actions" (BEDB-A), as it has been most recently revised.

The following is a recommended template for the regular monthly school committee agenda:

Call Meeting to Order and take attendance to identify quorum

- I. MINUTES of [*insert date(s) of meeting(s) for minutes needing to be accepted*]
- II. CHANGES TO AGENDA
- III. PUBLIC PARTICIPATION (including comments and questions)
- IV. POLICY
 - A. Second Readings:
 - B. First Readings:
- V. SUPERINTENDENT'S REPORT
- VI. TEACHER'S REPORT
- VII. FINANCIAL
 - A. Treasurer's Report
 - B. Warrant ED [*insert #*]
 - C. Any Other Financial
- VIII. BUILDINGS & GROUNDS MANAGEMENT & MAINTENANCE
 - A. School Items:
 - B. Teacher House Property Items:
- IX. OLD BUSINESS
- X. NEW BUSINESS
- XI. SCHEDULE NEXT MEETING & STAFF VISIT(S)
 - A. Proposed Date, Time, Location:
 - B. Other Logistics (inc. charters, host(s), and phone/video conferencing)

Adjourn

Adopted: 10/18/90

Revised: 05/23/11 by J. Stevens, M. Chioffi, & R. Shea