

**Agenda Format**

To expedite the business of the Board, the superintendent in cooperation with the Board chairperson shall prepare an agenda outlining the matters to be brought to the Board's attention.

The basic format of the agenda shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Student-Board Representatives
5. Presentation of Awards
6. Question and Answer Session
7. Consent Agenda
8. Items Removed from the Consent Agenda
9. Correspondence
10. Committee Reports
11. Old Business
12. Instructional Committee
13. Operations Committee
14. Administration
15. Announcements (Committee Meetings)
16. Date of Next Meeting
17. Adjournment

**Legal Reference:** Connecticut General Statutes  
1-21. Meetings of government agencies to be public.

**Policy Adopted:** 1/31/94

**Policy Revised:** 7/29/96, 1/31/00, 3/20/00