

SEVEN HILLS CLASSICAL ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE SCHOOL BOARD

POLICY 203.2: AGENDA ORDER FOR REGULAR SCHOOL BOARD MEETINGS

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The board chair or temporary designee shall be responsible to finalize the meeting agenda and to set time limits for each agenda item. The school board will, at all regular school board meetings, follow an agenda order similar to the following:

1. Call to Order, Board Roll Call and Recognition of Visitors
2. Approval of Agenda
3. Approval of Prior Meeting Minutes.
4. Approval of Monthly Finance Report and Year-to-Date Revenues/Expenditures
5. Proposed Board Action Items
Consent Agenda for Selected Action Items (Optional)
Other Action Items with Background Information for Each
6. Reports to the Board
Executive Director
Board Committees (Standing and Advisory)
Board Chair
Other
7. Board Correspondence and Communications
8. Public Commentary
9. Next Meeting Date/Review of Proposed Agenda Items

B. The school board may depart from the regular order of business with the consent of the majority of the members present.

ADOPTED BY THE BOARD ON: November, 2006

REVISED BY THE BOARD ON: February 2008