

_____ **BOARD MEETING**
DATE & TIME
LOCATION

Sample Agenda

1.0 Call to Order

2.0 Adjustments to the Agenda5 mins.

(The purpose of this agenda item is to provide the Board and Administration an opportunity to make changes to the agenda.)

3.0 Public Comment 10 mins.

(The purpose of this agenda item is to provide the general public an opportunity to address the board on matters not on the agenda. Neither the board nor the administration will be able to discuss the matter beyond determining what the next steps are, if any, for providing an opportunity for discussion at a future meeting or to refer the matter to the appropriate individual/group to address it)

4.0 Focus on Student Learning – Presentation 30 mins.

(The purpose of this agenda item is to provide an opportunity for the administration to provide information on an area of focus for the board regarding student learning/student outcomes.)

5.0 Discussion Matters30 mins.

(The purpose of this agenda item is to provide board members with an opportunity to discuss an issue that the board will take action on at a future date. Any action to be taken, if any, would occur at a future meeting.)

6.0 Reports to the Board..... 20 mins.

(The purpose of this agenda item is to provide board and administration representatives an opportunity to report out on the current status of issues being monitored by the board, including reports of board committees. There may not always be a report from each group or on every issue if there have not been any changes since the last time this was on the agenda.)

7.0 Action Matters 15 mins.

(This portion of the agenda is related to items the board anticipates it will take action on at this meeting. Please refer to the following Robert’s Rules of Order chart for the types of action the board takes at its meeting.)

8.0 Consent Agenda 5 mins.

(The purpose of this agenda item is to allow the Board to vote on business items without discussion prior to voting as provided under Robert’s Rules of Order.)

9.0 Confirm Next Meeting Dates5 mins.

10.0 Future Agenda Items

11.0 Adjourn