

Holbrook Public Schools

**AGENDA FORMAT**

An Agenda is defined as “a list of things to be done or dealt with at a meeting.” The order of business is simply that list of things in the order that they will be dealt with. The order of business for the regular meeting of the School Committee is:

This meeting is being recorded for broadcast by H-Cam. (as appropriate)

- I. Call to Order and Pledge of Allegiance
- II. Public Participation (agenda items and non-agenda items within the Committee’s jurisdiction)
  - A. Citizens’ Concerns
- III. Reports –including but not be limited to the following:
  - A. Student Advisory Committee
  - B. Subcommittee
  - C. Superintendent
  - D. Budget
- IV. Action Items – Items that require School Committee vote on recommendation of Superintendent or as otherwise noted - including but not be limited to the following:
  - A. Approval of Minutes
  - B. Use of Facilities
  - C. Postings
  - D. Acceptance of Gifts
- V. Discussion Items - including but not be limited to the following:
  - A. School Committee members report
  - B. Personnel matters
    1. Appointments
    2. Resignations
  - C. Other
- VI. Adjourn or Vote to go into Executive Session

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Source: MASC

Adopted: September 5, 2007

Amended: October 13, 2010