

SAMPLE AGENDA

The following is an example of a regular board meeting agenda. Notice that the time for each agenda item is noted.

Name and address of Public School Academy

Telephone Number

(Regular or Special) Meeting

Date and Time

AGENDA

1. Call to order and welcome (7:00 PM)
2. Roll call (7:01 PM)
3. Approval of Agenda (7:03 PM)
4. Approval of minutes from previous meeting (7:10 PM)
 - a. Minutes from May 3, 2016 Regular Meeting
 - b. Minutes from May 7, 2016 Special Meeting
5. Financial Report (7:12 PM)
6. Correspondence (7:20 PM)
 - a. Training Notice from Bay Mills Community College
 - b. Award of Excellence from State of Michigan
7. Visitor comments (7:25 PM)
8. Items from the school leadership (7:35 PM)
 - a. Information on Current Enrollment
 - b. Update on School Improvement Plan
9. Old business (7:55 PM)
 - a. Second Reading of Pest Control Policy
 - b. Report from Building and Site Committee
10. New business (8:15 PM)
 - a. Contract with Food Service Provider
 - b. First Reading of Hazing Policy
11. Adjournment (8:45 PM)

NOTE: A closed session can only be used by the board in specific situations as determined by the Open Meetings Act. Boards must review the Open Meetings Act before putting a Closed Session on the Agenda.