

BDDB-E - AGENDA FORMAT

Agendas will be mailed to each Board Member in advance of each regular meeting. The order of business shall be:

1. Call to order
2. Approval of agenda
3. Approval of minutes
4. Bills and Financial Reports
5. Visitors to the meeting
6. Reports and Discussion of Items
7. Superintendent and Principal's reports
8. Old business
9. New business
10. Adjournment

The agenda packet sent to members will include:

1. Written minutes of the last regular and/or special meetings.
2. Financial reports include a summary of the receipts, transfers, and disbursements of:
 - a. General Fund, Capital Outlay Fund, and Special Education Fund
 - b. Trust and Agency Fund
 - c. School Food Service Fund
3. Tabulation and listing of bills submitted for approval.
4. Any other information needed by the Board to consider agenda business.

Approved: Before 2009

Revised: July 13, 2009