

SCHOOL DISTRICT OF MAYVILLE

171.2-Rule

**AGENDA FORMAT
(Order of Business)**

The following shall be the order of business for regular Board of Education meetings:

First Monday Meeting

1. Meeting called to order and roll call taken
2. Proof of Meeting Notice
3. Approval of agenda
4. Citizen's Forum
5. Approval of minutes of previous meeting
6. Standing Committee Reports
 - A. Student Council
 - B. Communications
 - C. Program Review
 - D. Committee Reports
 - E. Administrative Reports
7. Unfinished Business
8. New Business
9. Announcements
10. Closed Session or Adjournment

Third Monday Meeting

1. Meeting called to order and roll call taken
2. Proof of Meeting Notice
3. Approval of agenda
4. Citizen's Forum
5. Approval of minutes of previous meeting
6. Standing Reports
 - A. Student Council
 - B. Communications
 - C. CESA Report
 - D. Approval of Treasurer's Report
 - E. Approval of regular monthly bills
 - F. Approval of per diem
 - G. Program Review
 - H. Committee Reports
 - I. Administrative Reports
7. Unfinished Business
8. New Business
9. Announcements
10. Closed Session or Adjournment

APPROVED: November 4, 1966
ADOPTED: December 4, 1966
REVIEWED:
REVISED: 7/22/68, 1/7/71, 10/21/74, 10/20/75, 12/23/91,
12/4/95

Signatures of School Board Members: _____

