



# TEMPLATE FOR SCHOOL BOARD AGENDA

School Boards may copy the information below in order to customize an agenda for their school board meetings.

**Include:**

**Scheduled start time  
for each agenda item**

**Items for the Agenda**

**Name of Presenter**

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**Agenda for the \_\_\_\_\_ School Board**

**School, Town**

**Date**

**Time**

Gathering

Call to order

Consent Agenda

Presentations (if scheduled)

General Reports

Committee Reports

Standing Committees

Ad hoc Committees

Old Business

New Business

Visitors Comments

Closing Comments

Closing Prayer

Executive Session (if scheduled)