# Academy Board of Directors

# Regular Meeting Agenda

**Date:** <Date of Meeting>

**Time:** <Time of Meeting>

**Location:** <Location Name>

<Address of Meeting>

<City, ST, Zip Code of Meeting location>

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## Call To Order

### Roll Call

1. Public Comment *(reserved for agenda items only)*
2. Approval of Agenda *(if items are added, they should be included under Other Business)*
3. Committee Report(s)
4. Treasurer’s Report
5. Administrator Report(s)
6. Policy Review

## Old Business

1. New Business
2. Consent Agenda

Action requested: Motion to approve, accept or ratify items listed on consent agenda as submitted.

## Minutes of <Date>

* 1. Action Item #1 *(this is a fictitious action item with a sample resolution shown below to serve as a generic sample format)*

## Extended Public Comment *(limited to 3 minutes per person on any item/matter not listed on the agenda)*

## Other Business

## Adjournment

#### **PROPOSAL FOR BOARD ACTION: CONSENT AGENDA (Sample)**

WHEREAS, I’M A TEACHER has provided 35 years of dedicated service, effectively communicating her care for ABC Academy; and

WHEREAS, She has show distinguished leadership and creativity by developing and directing procedures at ABC Academy; and

WHEREAS, She has demonstrated flexibility and diligence in the development of administrative procedures to comply with state and federal law; and

WHEREAS, She is a professional and highly respected asset to ABC Academy; Now be it therefore

RESOLVED, That the ABC Academy Board of Directors expresses appreciation and gratitude to I’M A TEACHER for her contributions to ABC Academy and extends emerita rank.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board President

**Secretary’s Certification:**

I certify that the foregoing resolution was duly adopted by the Academy Board of Directors at a properly noticed open meeting held on the \_\_\_\_\_\_ day of <Month> , <Year>, at which a quorum was present.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Secretary

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_