

**CODE:       BEDB-R**

**AGENDA FORMAT**

---

In order to provide reasonable notice of the business to be conducted and to achieve consistency in the order of its meetings, the School Committee has adopted the following agenda format for its regular and special meetings. Additions and/or adjustments to the agenda for a particular meeting may be made during that meeting in accordance with School Committee policy. The agenda format may be altered only by vote of the School Committee and in a manner consistent with its policy adoption process.

[KITTERY SCHOOL COMMITTEE]  
[TYPE OF MEETING]  
[DATE]  
[TIME]  
[PLACE]

- A. Call to Order
- B. Roll Call
- C. Warrants
- D. Adjustment to the Agenda
- E. Approval of the Minutes
- F. Student Advisory Member Report
- G. Public Comment
- H. Correspondence
- I. Staff Reports
- J. Unfinished Business
- K. Superintendent’s Report
- L. New Business
- M. Committees and Reports
- N. Questions/Comments/Concerns
- O. Executive Session
- P. Action on Executive Sessions
- Q. Adjournment

The order of business may be altered or items added or deleted from the agenda by a majority vote of the School Committee members present and voting.

---

Cross Reference:   BEDB—Agenda  
                          BEDH—Public Participation at School Committee Meetings

Adopted:            April 12, 2011