

<Academy Mission Statement>

<Academy Name>

<Street Address>

<City, ST, Zip Code>

Telephone: <Phone Number>

Facsimile: <Fax Number>

Email Address: <email address>

Website: <website address>

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>

Call To Order

I. Roll Call

II. Public Comment (*reserved for agenda items only*)

III. Approval of Agenda (*if items are added, they should be included under Other Business*)

IV. Committee Report(s)

a.

b.

V. Treasurer's Report

VI. Administrator Report(s)

VII. Policy Review

Old Business

a.

b.

VIII. New Business

a.

b.

A copy of the meeting minutes are available for public inspection at the Academy, at the Academy Address listed above within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 USC § 12101 et seq or any successor law. Should you require specific accommodation(s) please contact <Contact Name> at <Phone Number> prior to the meeting.

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IX. Consent Agenda

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

a. Minutes of <Date>

b. 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

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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: _____

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