

	GROTON AREA SCHOOL DISTRICT 06-6	NEPN Code: BDDB-E
	POLICIES AND REGULATIONS	

## **AGENDA FORMAT – CUSTOMARY ORDER OF BUSINESS**

At regular meetings, the following will be the customary order of business:

1. Call to order.
2. Roll call.
3. Establishment of a quorum.
4. Approval of minutes.
5. Consideration of claims.
6. Financial report.
7. Hearing of delegations (public participation).
8. Written petitions and communications.
9. Special committee reports.
10. Administrative reports.
11. Unfinished business.
12. New business.
13. Executive session (as needed)
14. Adjournment.

\*\*\*\*The board reserves the right to change the order/format of the agenda on an as-needed basis.