# Portage la Prairie School Division "Dedicated to the Pursuit of Excellence"

## **BCF Agenda Format**

School Board Governance and Operations

Policy Manual: BCF

Policy Ref:

# **AGENDA FORMAT**

The Secretary-Treasurer's Department shall prepare the agenda for Board meetings and provide the order of business, the order of same to be in accordance with or similar to the following:

#### **ROLL CALL**

### **COMMMITTEE OF THE WHOLE**

A. AGENDA

Motion -to approve the agenda

**B. PREVIOUS MINUTES** 

Motion -to approve the previous minutes

C. MOTIONS

MM:##:YY

- D. SUPERINTENDENT'S DEPARTMENT REPORT
- **E. OTHER BUSINESS**
- F. INFORMATION ITEMS -copies sent or on file
- **G. UPCOMING MEETING DATES –by committee**
- H. DELEGATIONS/PRESENTATIONS
- I. NEWS MEDIA QUESTIONS –list names
- J. COMMITTEE OF THE WHOLE (if necessary)
- K. ADJOURNMENT

Date Approved: July 1, 2010	Date Reviewed:	Date Revised:	Page 1