

**SAMPLE AGENDA  
STAUNTON CITY SCHOOL BOARD MEETING  
City Hall, 116 W. Beverley Street, Staunton  
(DATE)**

**WORK SESSION** **School Board Conference Room** **5:00 p.m.**

**Staff Reports** (if needed)

**School Board Committee/Board Reports**

**Superintendent's Update**

**Closed Meeting** (if needed)

**Adjournment of Work Session**

**REGULAR MEETING** **City Council Chambers** **6:00 p.m.**

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. AWARDS, RECOGNITIONS AND PRESENTATIONS**

A. ...

B. ...

**BREAK** (to greet those students or staff who were recognized or presented in Section III)

**IV. REPORTS**

A. Report from Superintendent

B. Reports from School Board Members

**V. UPDATES AND INFORMATION**

A. Finance Department Update

B. Operations Department Update

C. Instruction Department Update

D. ...

E. ...

**VI. PUBLIC INPUT \*** (Please see Clerk to sign up to speak – 2 minute limit per speaker. No more than 30 minutes of agenda time will be allotted for the public input period.) *\* Comments from individual audience members will be entertained only during the established public input period after recognition by the Chair. The remainder of the meeting is reserved for presentations to the School Board by members of administration and staff.*

**VII. CONSENT AGENDA**

A. Request Approval of Minutes

B. Request Approval of Personnel Actions

C. Request Approval of Field Trip Requests

D. ....

**VIII. ACTION ITEMS**

A. ...

B. ...

C. ...

**Adjournment of Regular Meeting**

**(Continuation of Work Session if needed)**