005.1. BOARD COMMITTEE AGENDA AND MINUTES

All Board committees shall use the following format for preparation of the committee agenda.

Section 1. Agenda

Tonight’s meeting is our regularly scheduled committee meeting of the Spring-Ford Area School District ______________ Committee. In order to meet the requirements of Pennsylvania’s Sunshine Law, it is necessary to record the names of all citizens who speak to the committee during the meeting. To assure compliance with this requirement, it is essential that those planning to address the committee state their name and address. Members of the audience are asked to limit their questions and comments. The Committee Chair may ask the individual to yield to the next speaker.

A. Call to Order by Chairperson.

B. Acceptance of Minutes of the Previous Meeting(s).

C. Items to be Discussed:
   1. Old Business.
   2. New Business.

D. Items Recommended for Discussion at the Next Board Meeting.

E. Preparation for Next Meeting’s Agenda. Proposals for the Next Committee Agenda.

F. Public to be Heard.

G. Adjournment.
Next meeting is _____ (date)______.

Section 2. Minutes

The minutes of each committee meeting shall follow the agenda for the meeting. Minutes shall be prepared by the Committee Chairperson immediately following the meeting and given to the Superintendent. Each agenda item shall note the action taken. The minutes shall include the name and address of each person making public comment and a brief summary of the substance of the person’s comments.