Notice was provided on [website] on [date].
The meeting was convened via telephone / video conference at [number] and/or [website]. Participant code: ________________.
A quorum of _______ trustees out of __________ total number of trustees was present as follows:
Attendance
Board Members Present: {Denote how each participated, phone or video}
Board Members Absent:
Staff Present: {Denote how each participated, phone or video}
I. Call to Order
II. Leadership Reports:
   a. Executive Director
   b. Operations
   c. Key School Leadership Reports
III. Committee Reports
IV. Special Projects (i.e. fundraising, facilities, summer/after school programming)
V. Business
   a. Approval of Minutes from [DATE] meeting
   b. Resolution XX:
      i. Move:
      ii. Second:
      iii. Aye:
      iv. Nay:
      v. Abstain:
VI. Adjourn to Executive Session

a. [Provide reason for moving into Executive Session which is limited to following and no action by formal vote shall be taken to appropriate public moneys:

a. matters which will imperil the public safety if disclosed;

b. any matter which may disclose the identity of a law enforcement agent or informer;

c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;

d. discussions regarding proposed, pending or current litigation;

e. collective negotiations pursuant to article fourteen of the civil service law;

f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;

g. the preparation, grading or administration of examinations; and

h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.]

i. Move:

ii. Second:

iii. Aye:

iv. Nay:

{Please note that during Executive Session the board must move to go back into public session before adjourning the public session and closing out the meeting}

VII. Adjourn Public Session: [TIME]