

## **SAMPLE AGENDA FOR A BUSINESS MEETING**

**6:30 PM - EXECUTIVE SESSION** (Appointment, Employment, Compensation, Discipline, Performance of Specific Employees or Legal Counsel for the District 5 ILCS 120/2(c)(1))

### **7:00 PM PUBLIC**

Public Comment (Public would be invited to speak on any topic they choose)

### **7:15 PM - ACTION ITEMS**

Minutes

This section would include the minutes from the last two board meetings

Consent Agenda

Bill List

Personnel Action

Any others as necessary

General

Action items included here as needed

### **7:30 PM - BOARD ASSIGNMENTS**

Standing Board Committee Liaison Report Follow Up (as needed - FAC, FORC, CCE and CLAIM)

Intergovernmental and Liaison Report Follow Up (as needed - IGOV, COG, PTO Council, CEC, OPEF, Citizen's Council, Community Foundation, Benefits, Policy, Calendar and Self-Evaluation)

### **7:45 PM - ADMINISTRATIVE ITEMS**

All items that will require board action will be presented here

### **8:15 PM - CONCLUDING ITEMS**

Board Remarks

Agenda Maintenance

Preview Agenda for future Board meeting

Parking Lot and Long-Term Calendar Review

### **8:30 PM - ADJOURNMENT**